ED
1916

EDFile 12816

G. R. S. IX-5]

*Previous references.*

**1916.**

( Edn )

File No. 12-16

Serial Nos. 10, 55, 58, 64, 93, 128, 158, 159, 168, 169, 170, 172, & 173

*Later references.*

Edn 1911-18-4

# GENERAL AND REVENUE SECRETARIAT.

*Serial Nos.*

**Part B for** July 18

**SUBJECT.**

Revised rules and forms relating to leave to officials of the Mysore Secretariat.

G. O. 1486-8 Dy 13-8-17

If not Regd Mysore rule
" Bangalore "
" Separate Govt Press

Sanctioned.

W D 88—GPB—50,000—24-7-18

9/7/18

| Whose remarks. | | Points raised. | Comptroller's remarks. |
|---|---|---|---|
| Vice-Chancellor. | (8) | Is it necessary to make the Maharaja's College Principal a disburser? The Registrar may do the work and save the establishment in the College. | Vide reply against Point No. 10 ~~raised~~ raised by the "Registrar" |
| | (9) | The bills of outsiders may as suggested by Mr. Reddy be paid without pre- audit. A rule to this effect may be inserted after Rule 27. | Vide reply against point No. 11 raised by the "Registrar" |
| | (10) | I presume the history will be kept in Comptroller's Office. | Yes. |
| | (11) | Why not omit Geological? Other excursions may also have to be undertaken. | May be omitted. |
| | (12) | To see Government Order. | |
| | (13) | To see form No. Edn. 61 Where should the order of award by College or other authority be shown for check and comparison?. | Form herewith. (Form No. 40). In column 1 of Scholarship register Form 35. |
| | (14) | Where will the account of books given away be shown? | Necessary alteration made in Another column may be added to Form 37 ~~in which~~; the dates on which the books are given away may be noted, in red ink, in Col 8. |
| | (15) | What other stock register is required than for furniture, stationery, books and apparatus?. | If any, may be brought in the miscellaneous register. |
| | (16) | Is a yearly examination not sufficient? Is half-yearly examination prescribed for offices generally? | An annual examination appears to be sufficient. |

SDV/3-10

Ld. M. N. Krishna Rao
Offg. Comptroller
11/7

Copy

11/7

G. R. S. 11] 191 6

# GENERAL AND REVENUE SECRETARIAT.

( ६७५ )

## NOTES.

File No.

FILE HEADING.

University accounts

From

| No. | Dated | Received |
|---|---|---|

| Diary No. | Enclos. | Spare Copies. | Serial No. |
|---|---|---|---|

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

Mis 38-4 19

G.R.S. 13]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Sahib

Now that the University Office has commenced its work it is very essential that the University Fund should be apportioned upon by the University Office and the two Colleges according to some definite understanding and that all receipts and disbursements of the University are systematically accounted for.

2) It is therefore respectfully suggested that the Comptroller may be addressed in the matter.

3) Draft letter to Comptroller is placed in the file.

17/7/16 4) Draft approved by Dean

5) Please put up a clean draft as revised in 6)

6) Clean draft is submitted

17/7

*N.B.*—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

181

35

G.R.S. 13]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

H. L. O. No 181 of 16

7) To Fin Secy for favour of early opinion

Sd/-
19/7/16

Subd.
Sd/-
20.7.16.

F (Secy)

Sd/-
20/7

8) No suggestions at this stage - The letter may come - After the Comptr's reply comes, I shall go into the matter

21 JUL. 1916

Sd/-

for VI).

9

Sd/-
24/7/16

*N.B.*—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

6 I



Intimation by Comptroller of amounts credited to the University Fund in the Treasury Accounts.

7. The Comptroller should send monthly in form 7, on or before the 15th, to the Registrar and the Principals of colleges statements of amounts credited in the Treasury Accounts, whether remitted by them ~~or~~ directly or received at the treasury for credit to the fund, and these statements should be agreed by the Officers concerned with the total amounts under the head "Remittances to Treasury" in their cash books for the previous month, making allowance for items of one month credited in another.

Intimation by Treasuries to the Registrar of amounts for credit to the University Fund received directly by them and not through that officer.

8. The treasuries which receive amounts for credit to the University Fund otherwise than through the Registrar should send intimation of credit in form No.8 to the Registrar and on these advices the necessary entries will be made in the adjustment register (Form 9) crediting the head concerned and debiting the head "Remittance to Treasury."

Intimation of payments at other than the Bangalore and Mysore District treasuries arranged for by the Comptroller at the request of the Registrar and the Principals.

9. The Comptroller should send to the Registrar and the Principals monthly statements of payments made at the instance of these officers at other than the Bangalore and Mysore District Treasuries and for the total amounts of these statements the officers concerned should draw cheques in the month in which such statements are received and send them to the Treasury for transfer adjustment by debit to the University Fund and credit to "Objection book advances".

G. R. S. 12]

I

4

General and Revenue Secretariat. | File No. of 191 .

Serial No.

87-16
G&A.

Submitted.

It is ascertained from Por II that no intimation has been given to the Regr of the Mysore University about the additional grant of Rs 190,000 made for the purposes of the University in the Current years State Budget.

2. Under Sec 6 of the Mysore University Regn the Central College and the Maharaja's College form Constituent parts of the University, and under Sec 15 of the Regn all grants made by the Govt from time to time and all sums paid as endowments made by private persons for the purposes of the University together with rents, fees &c shall form a fund styled the University Fund which shall be at the disposal of the University.

3 It is a question whether the provision made for the two Colleges and the additional provision of Rs 190000 made for the University Can be considered as the University Fund placed at the disposal of that body, or whether any saving in that grant will lapse to Govt.

4 It is considered necessary that the question should be considered in detail and

NOTE—Contn. sheet.

short

GPB—70,000—17-12-15

G. R. S. 12]

F. no. 181 of 1916

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

Draft 87–16

until a Comprehensive order should be issued in the matter. It is therefore submitted that the Finl. Secy. may be requested to move officially to favour Govt. with his proposals.

Jmas
29/7/16

Secy. Finance Department

Secy
31/7

6 I think the idea is that the savings should not lapse but be added on to the University fund. A detailed note with rules may be necessary. This may be prepared in the Finl Secy

Jmas
31/7/16

Finl Secy

Secy
31/7

Subd.
gmm
3/8/16.

7 Copies of the University Scheme, & the University Regulations may be put up

Secy
4/8.

Por VI.

Draft
5/8

Draft
5/8

8 Copies of the Scheme & the Regns were put up

Jmas
5/8 Por II

9 Secy
5/8

Subd.
gmm
7.8.16.

10 It is not specifically stated anywhere

NOTE—Contn. sheet.

GPB —70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat. | File No. of 191

Serial No.

that all the grants in the Budget on account of the Colleges should be transferred to the University and that this body should have the benefit of the lapses if any.

If ~~It may be~~ the provision in the Budget may be regarded as indicating the ~~amounts~~ ~~for~~ ~~the~~ Charges which Govt are prepared to bear — if actually incurred It is therefore suggested that only Exp^r actually incurred would be shown ~~to the credit & the debit of the Univ~~ in the ~~Budg~~ accounts of the State as Contribution to the University — The University in its turn showing such amounts as both receipts & Exp^r. Details are being settled (Educ^n) by Comp^r in another connection.

10.8.16

12 Vide note on a separate file.

Bor VII.

14/8

15/8

NOTE—Contn. sheet.

GPB —70,000—17-12-15

7 (2)

G. R. S. 12]

General and Revenue Secretariat. | File No. of 191 .

Serial No.

13 The rules for keeping the accounts of the Muh. fund and the forms in which they should be kept. are engaging the attention of Govt. in the linked file (Edn. 12-16-5-8). May these pp. be deputed?

SP
7.
9.10.16

Put up this also when orders are issued on the main file

Cy 20/10

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

730

General and Revenue Secretariat. | Ed File No. 12 of 1916.

| Serial No. | |
|---|---|
| 10 | Letter No 768 dated the 22d July 16 to the Comptroller.<br>Requests him to submit proposals in consultation with the Regr of the University for prescribing a set of suitable rules for the guidance of the offices of the University & the two Colleges in operating upon the University fund and also the necessary registers to be maintained by them and the returns to be submitted to Govt & to Comptroller |
| 11 | Letter No 990 dated the 4th Augt 1916 from the Comptroller.<br>Requests orders on certain points connected with the University fund. |
| | Submitted. The whole question connected with the University fund was recently referred to the Fin: Secy: for favour of framing a set of rules and issuing necessary orders. If approved, this may be forwarded to Fin: Secy: in continuation for favour of remarks.<br>JMAS 8/8/16<br>12 I agree; proceed<br>8/8 |
| | 13 To Fin: Secy - Vide marginal remarks<br>8/8/16 |

Mis 87 of 1916

H. D. O. No. 181 of 16

NOTE—Contn. sheet.

GPB —70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat.

File No. 12 of 1916.

9 12

Serial No. 14

U.O. 181.

Subd with refce to para 8 supra

9.8.16. 15 The marginal remarks seem to be acceptable except as regards 2 & 4. The suggestion contained in para 3 of the Comptr's letter to transfer actual exps may be accepted ~~& the actual practice each bill drawn by the~~ The adjustment may be effected on each bill passed - Resident)

9.8.16

16 The following are the answers to the points raised by the Comptroller:--

i. All moneys received by the University should be remitted to the tresury for credit under a separate head styled "Mysore University Fund" The sums required for expenditure should similarly be drawn from the treasury (preferably on letters of credit issued by the Comptroller).

ii. The grant provided in the State Budget for the University staff and the constituent colleges may be made over to the University irrespective of actual expenditure. But in fixing the grant for future years, the balance at the credit of the Fund, and the probable income and expenditure of the University should be taken into consideration. The grant should be fixed at a sum which will suffice for the purposes of the University during the year leaving a sufficient closing balance at its credit.

iii. No amount need be transferred separately for pension charges as pension charges payable, if any, will be taken into consideration in fixing the lumpsum grant in future years (Vide para ii supra).

iv. Remarks against No. ii will apply to this also.

Under this arrangement only a lumpsum grant

NOTE—Contn. sheet.

GPB—70,000—17-12-15

Serial No.

grant will appear under "18 Education" as a grant to the Mysore University. The details should be shown in the budget of the "Mysore University Fund" In order to enable the Government to fix the grant every year the budget of the 'University Fund' should be submitted to Government on or before the 1st March and this should be considered along with the Education Budget.

14-8-16

Financial Secretary.



GPE—50,000—17-12-15

G. R. S. 12]

147

General and Revenue Secretariat. | Edn. File No. 12 of 1916.

Serial No.

Notes that a set of draft rules and forms for regulating the account-keeping of the Mysore Univ. have been drawn up and forwarded to the Registrar with a request that it may be stated whether they are suitable or require any modification, and submits another set for the orders of Govt.

2. The points raised by the Comptl. are:—

(1) There is no provision, under the sanctioned arrangement, for the audit of the Univ. accounts by the Comptr. Is such an audit by the Comptr necessary?

This is for orders

I see no harm in Local audit by the Universities accounts by the Controller as proposed.

(2) Under section 17 of the Univ. Regn. the University fund is to be at the disposal of the Univ. authorities. If the Comptr is required to audit the outlay met from the Univ. fund he will have to follow the orders of the Univ. authorities of the Univ. and not the rules and orders of Govt. that apply to expdre. in Govt. departments. It is not clear how the

(Please do not write upon the ruled lines)

only the points raised in the P.W.D. were mentioned in detail. M.

NOTE—Contn. sheet

under-lined a point) for Govt.

GPB—70,000—17-12-15

15

178

G. R. S. 12]

General and Revenue Secretariat. | File No. 12 of 191 6

Serial No.

orders of the Munj. authorities can be in conflict with the principles of account-keeping followed in the case of Govt. departments.

The audit of appmts. etc. ordered by the Munj. authorities will certainly follow the notifn. no. 803 Estt. 12-16-13 dt. 25.7.16.

(3) Necessity or otherwise of pre-audit by the Compt. in the case of t.a. of the Munj. officers.

If the Compt's pre-audit is considered unnecessary a competent and authoritative check is will have to be instituted in the office of the Munj. itself. This is for orders.

Prescribing may be required in every case

(4) As the Munj. will have a separate budget of its own, the details of expts. regarding 'Govt. Colleges general' need not appear separately in the State budget hereafter.

This means that a separate budget, as in the case of the Village School fund, will be necessary for the Munj. fund.

Yes

NOTE—Contn. sheet.

GPB—70,000—17-12-15

16

139

1635

G. R. S. 12]

General and Revenue Secretariat.

Exec File No. 12 of 1916.

Serial No.

22 Submitted for orders with reference as to whether the opinion of the Regr. of the Univ. may be awaited or pending receipt of the Regr's opinion files may be sent to Br. II for remarks.

SR 9.10.16

23 I think we address the draft-rules, the comment of the Committee must also be sent when Registrar for his opinion. After the Registrars' opinion is received on all the points raised, Br. II may be consulted once for all & a draft put up - Secretary

Secy

Ag 10/10

24 Please ask the Regr. of the University when the opinion of the Council will be received - the other points can be dealt with here

Sri 10/10

25 Put up draft - Ag 11/10

26 Draft put up 27 Issue done Ag 12/10

" Put up draft " after hand over SD 12/10 Ag 13/10

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat. | Edn File No. 12— of 191 6

| Serial No. | |
|---|---|
| | To the Repr. of the Mulj. C. 574 d 13.10.16 |
| | States that the Committee has reported that the draft rules & forms regarding the accounts of the Mulj. have been forwarded to him, and regrets to be informed when a reply to serial 10 may be expected. |
| | Copy to the Committee no. 53 d 13.10.16 |
| 64 | From the Repr. of the Mulj. 945 d 19.10.16 received 21.10.16 |
| | States that the matter will be placed before the Mulj. Council at their meeting on the 16th Nov. and that their opinion will be comm. shortly. |
| | 28 The receipt of the further communication may be awaited. |

24.10.16

30 d 26/10

26/10

31 To be revised in 15 days' time

26/10

26/10

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

1879 18

General and Revenue Secretariat. | Edn File No. 12 of 1916.

Serial No.

The meeting of the Univ. Council was over on 16.11.16. ~~Not rec~~ Their opinion in the matter of the forms etc. for the University accounts has not yet been received. Submd. with a draft reminder.

33 Issue

6.12.16 6/12

From The Registrar, Mysore University, No. 2535/58-16 d. 25.1.17

States that it was resolved by the Univ. Council that the rules and forms slightly amended in the light of remarks made by the Registrar, the Financial Secretary and the Vice Chancellor might be adopted with the modification that there should be only one disbursing officer to operate on the Univ. Funds viz the Registrar of the University, and adds that separate rules defining the financial powers of the several authorities of the Univ. will be framed and submitted to Govt in due course.

NOTE—Contn. sheet.

GPB –70,000—17-12-15

WD 1238—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | Ed. File No. 1/2 of 1916.

Serial No.

3a Rule 4 of the staff Rules provides for three disbursing officers. But the Registrar states that there should be only one disbursing officer to operate upon the University fund viz himself.

3b To the list of Registers to be kept in either of the colleges, the Financial Secretary has added one i.e. a miscellaneous Stock Register. A section has been added providing for half yearly verification of stock

3c Rules relating to Hostel accounts have also been sent up.

3d Should the Registrar's recommendation that there should be only one disbursing officer be approved, necessary amendments will have to be made in the Rules.

Submitted for orders.

S[illegible] 30/1/17 3e Another Section 6A is proposed to be added to provide for transactions in respect of public work charges.

3f may the rules be sent to the Comptroller to officially examine the Rules in the light of the remarks of the Registrar, and send up for final orders a revised set of rules, if need?

Ed 31/1/17

DD yes Please D.M. 1/2

NOTE—Contn. sheet. 1/2

WD 1238—GPB—60,000—1-12-16—S.

13
17 90

G. R. S. III-2]

General and Revenue Secretariat.

Ecn. File No. 12 of 1916.

| Serial No. | |
|---|---|
| R. O. No 36-16 Ex A. | (1) Forwarded, with compliments, and specially to the comptroller & the Govt. pleaders examining the rules in the light of the Registrar's remarks and sending up to Govt a revised list of rules for the orders of Govt. By order D Mahadevappa Jr Asst to Govt. Dept. of Ecn. & Agriculture. 1. 2. 17 |
| Rec'd 2. 2. 1917 | |
| 3/2/17 | |

COMPTROLLER'S OFFICE CIVIL BRANCH BANGALORE MYSORE GOVT.

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2

General and Revenue Secretariat. | E.S. File No. 12 of 1916

Serial No. 42

16-5-1917

17 MAY 1917

The University Council have decided that there should be only one disbursing officer to operate on the University Fund, namely, the Registrar. Under this arrangement the Principals of the two colleges are not to draw funds from the treasury on cheques. As payments to be made at Bangalore can not conveniently be made by cheques drawn at Mysore by the Registrar, the present system of obtaining funds on Salary, Establishment, Travelling allowance and contingent bills for payments to be made at Bangalore should continue. When Bangalore payments are made on bills the same procedure may well be followed for payments to be made at Mysore also. Under the new procedure sanctioned in Government Order No. ..... dated..... bills payable at Bangalore will be sent to the Comptroller for payment by cheques. Bills payable at Mysore will be presented direct to the treasury there for encashment.

2. The amounts to the credit of the University will be received at all the treasuries while payments on account of it will be made at Mysore and Bangalore and also at places outside the State. The Mysore District treasury on which the single disburser of the University, namely, the Registrar, can draw cheques will not know all the transactions of the University and it cannot regulate payment

NOTE—Contn. sheet.

of

Serial No.

of cheques with reference to the balance to the credit of the University Fund. There is therefore no object in introducing the system of payments by cheques. The best arrangement under the circumstances is to continue the present procedure of drawing money from the treasury on Salary, Establishment, Travelling allowances and contingent bills signed and countersigned by the authorised drawing and controlling officers.

3. All the receipts of the University are remitted to the treasury and all the amounts required for expenditure will be drawn from the treasury and there will accordingly be no transactions of the University not passing through the treasury accounts. If monthly statements of receipts and payments on account of the University Fund appearing in the accounts of the different treasuries are sent by the Comptroller to the Registrar, he will have all the materials required for compiling the accounts of the University in a complete form. The lists of payments will be accompanied by paid bills and those of receipts may also be supported by copies of challans The Registrar will thus have all the information necessary for making up the monthly accounts of the University.

4. The transactions of the University come

NOTE—Contn. sheet.

under

Serial No.

under two classes ;(I) those relating to cash handled by the Registrar and the two Principals and(II)others in which amounts are received or paid without the knowledge of the Registrar and the two Principals or with their knowledge but without the cash involved passing through their hands. Under class I come the following:-- (1) Fees and other receipts received by the Registrar and the two Principals and remitted to the Treasury; (2) amounts drawn from the treasury for pay and allowances of establishments and contingencies and other charges. Under class II come the following:-- (1) Fees and other receipts directly paid to the treasuries (2) Salaries and Travelling allowances of Gazetted Officers (3) payments made outside the State through the Comptroller,&(4) adjustments of Government grants-in-aid etc., For transactions of class (I), it will be enough if the same accounts and books as are now kept are continued. A simple account of amounts drawn from and remitted to the treasury by them every month, can be compiled by the three officers and a consolidation of the three accounts in the Registrar's Office will give a complete account of the transactions of the University directly conducted by the three officers. If to this are added the transactions of class II reported by the Comptroller, a complete account of the

NOTE—Contn. sheet.

Serial No.

Fins 695-16 8 1 17

the University for every month can easily be made up in the Registrar's Office and the balance to the credit of the fund also worked out in his books. The transactions of class II reported by the Comptroller will be adjusted in the accounts of the University as amounts remitted to or drawn from the treasury.

(b) 5. The system proposed above is the simplest as it involves no departure from the existing procedure and considerably reduces the accounting work of the Colleges and the Registrar's Office, which would otherwise have to be done by them if the arrangement of cheques is adopted. The system of drawing funds by cheques is elaborate and there is no object in introducing it as the treasury on which cheques are drawn cannot regulate payments with reference to the balance to the credit of the University Fund from time to time.

(c) 6. The rules and forms have accordingly been revised and it will be seen that they are much simpler than those originally proposed.

SDV/2-9-4

21.4.17

Please note if any alterations + amendments are made by the Chief

Note—Contn. sheet.

Submitted with alterations etc noted.
SDV 2/5

18/5

WD 1233—GPB—60,000—1-12-16—S.

25
22-18

G. R. S. III-2.

General and Revenue Secretariat.

65 File No. 12 of 1916.

| Serial No. | |
|---|---|
| | Perhaps the revised rules may be sent to the Registrar, Mysore Univ. for being placed before the Univ. Council. Submitted with a draft. If approved, the file may perhaps be sent unofficially. JNV. 22/5/17 Draft & sub. for approval D.M. 22/5. Seen. S. Rice 22/5 D.M. 22/5. |
| 128 | No 9876 d. 28.5.17 To. The Registrar, Forwards a set of revised rules and forms recd from the Comptr. as also a Copy of his note on the subject and calls for the views of the Univ. Council in the matter. |
| 155 | No 700 d. 21.7.17 from the Registrar, In reply to R. 128 States that the Univ. Council have approved of the revised rules forms and requests early sanction to their introduction, & further States that the Superintendent Govt Press be requested to print the |

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

26

287

G. R. S. III-2

General and Revenue Secretariat.

Ex. File No. 12 of 1916.

| Serial No. | |
|---|---|
| | Several forms and supply them to his office immediately.<br>53 The revised rules and forms received from the Commissioner have not yet been returned. Submit with a draft.<br>JW 26/7 [illegible] Shankara Aiyar 27/7 |
| 158 | No 1027 d. 30.7.17 To The Registrar Mysore Univ. Requesting that the copy revised rules and forms sent with Serial 128 may be returned. |
| 159 | From the Registrar, Mysore Univ. No 999 d. 31.7.17. Forwards the revised rules and forms called for in R. 158.<br>53 Submitted with a draft.<br>JW 6/8 [illegible] For approval 7/8<br>Recommended<br>M 9/8<br>E/V James 10/8 |

NOTE—Contn. sheet.

ND 1293—GPB—60,000—1-12-16—S.



General and Revenue Secretariat.

Con File No. 12 of 1916.

No. 502-17.
The copy of the rules & forms is stated to have been sent to Press.

| Serial No. | |
|---|---|
| | Draft and fair communicating Orde submd. for Orders.<br>15/8/17.<br>15/8<br>Communicated vide Fd no 818 Dated 16-8-17<br>Mr. 16/8/17 |
| 2217/8 | |
| 162 | G.O.No 1688-8 dated 13.8.17<br>To, The Registrar, Mysore Univ'y<br>" Superintendent, Govt Press Bgre<br>" Comptroller Bgre<br>Sanctioned the revised rules & forms, and request the Superintendent to print the several forms & supply them to the Registrar, Mysore Univ'y as early as practicable. |

NOTE—Contn. sheet.

G. R. S. III-4.

General and Revenue Secretariat.

G.W. File No. 12 of 1916.

| Serial No. | |
|---|---|
| 169 | From The Registrar, Mysore Univ.y. No 6015 dated 7.12.17 (recd 10.12.17)<br>Requests that the Superintendent, Govt Press be instructed to furnish the several forms and Regs to supply them to him by Jan.y next.<br>Submitted with a draft.<br>SPN 11/12<br>Issue<br>MW 11/12/17 |
| 170 | To the Supdt, Govt Press forwarding copy of the Regr's letter & requesting him to supply the several forms req.d by the Registrar before Jan.y.<br>From the Regr. Mys. Univ.y letter No 10126 d. 15.6.18 stating that the forms have not yet been rec.d & requesting supply of the same at a more early date.<br>Submitted with a draft reminder to the Supdt Govt Press.<br>OSN 17.6.18 MW 17/6<br>Issue<br>MW 21.6.18 |
| 172 | To the Superintendent, Govt Press No 12366 dated 25.6.18. Forwards a copy of the alms and requests. |

NOTE—Contn. sheet.

WD 1238—GPB—60,000—1-12-16—S.

G. R. S. III-2]

15 695 26

General and Revenue Secretariat.

File No. 12 of 1916.

| Serial No. | |
|---|---|
| | The following may be invited & attached to the Records only. |
| | From the Superintendent Gold Mines. No 2787 dated 28-6-18. States that the Forms and Registers have been sent to the Mysore Branch Press for execution. Submitted with a draft |
| | Mue 1/7 |
| 173 | No 166 dt 4-7-1820 from Regr Mysore only forwards for information copy of the above letter. |

NOTE—Contn. sheet.

30

Gen

27

No. 768./Edn. 2-16 10
Dated 22-7-1916.
Sd. by Rao K. Subba Rao.

The Comptroller, Mysore Government.

Sir,

As it is necessary to define the procedure under which the University Fund may be operated upon by the University authorities and the two colleges and prescribe suitable registers and returns so that all receipts and disbursements of the University are properly accounted for, I am desired to request you to be so good as to submit proposals in consultation with the Registrar of the University for prescribing a set of suitable rules for the guidance of the respective offices and also ~~to~~ the necessary registers to be maintained in the University office and the two colleges and the returns to be sent up by the colleges to the University office and by the latter to the Govt Comptroller.

I have, etc.,

Offg. Secretary to Govt.
Deptts. of Edn.& Agri.

19/7/16

Memo No. 769.
Dt 22-7-1916

Copy of the above is forwarded to the Registrar of the Mysore University for information.

Offg. Secretary to Govt.
Deptts. of Edn.& Agri.

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VI H
7 AUG 1916

DIARY No. 730

19-19

SECTION Edn

JUDICIAL 12-16

PUBLIC 35

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted and addressed to the Comptroller, Mysore Government.

the communications.

990

No. T.A.L. 180 OFFICE OF THE COMPTROLLER, MYSORE GOVERNMENT.

*Dated Bangalore, the* 4th August *191*6.

FROM M. N. Krishna Rao, Esq., B.A.,
~~H. H. CHAMARAJAWADIYAR, Esq., M.R.A.S.~~
~~Offg. Comptroller to the Government of His Highness the Maharaja of Mysore.~~

To

P. G. D'Souza, Esq. B.A., B.L.,
*Secretary to the Government of Mysore,*
Education & Agriculture *Department.*

SIR,

With reference to your letter No. 768/Edn 12-16-10 dated 22nd July 1916 requesting me to submit draft rules regarding the procedure under which the Mysore University Fund may be operated upon and defining the registers and returns to be maintained and rendered by the University Office and the two colleges, I have the honour to state that a set of rules is being drawn up and will be submitted to Government after consultation with the Registrar of the University.

2. In this connection orders of Government are requested on the following points:--

i. Is not the University to remit to Government treasury all its realisations and draw from it funds for meeting all its demands or is it to be permitted to keep its funds in whole or in part elsewhere?

ii. As regards the transfer of grants for meeting the expenditure sanctioned by Government on the colleges and the University Staff, it is not clear whether the whole of the budget grant should be transferred annually and at the beginning of each financial year to the University Fund; and if so, extra cost due to leave arrangements etc., not included in the budget grants will have to be borne by the fund and savings on grants also retained by the University.

iii. Are charges on account of pension payable to retired officers of the Colleges and the University Office also to be transferred to the University Fund on the basis of budget grants. It is presumed that charges of this nature payable only to officers retired subsequent to the starting of the University are to be included in the accounts of the University.

iv

32

C. O. 43—Rec. 18]

Zam ..... Department.

1916.

FROM

J. ~~S. CHAKRAVARTI, ESQ., M. A.,~~
~~F. R. A. S., ETC.,~~
*Comptroller to the Govt. of*
*H. H. the Maharaja of Mysore.*

*To*

....., ~~ESQ.,~~

*Secretary to the Govt. of Mysore,*

..... *Dept.*

Dated 5
Despatched August 16
Received 990
No. Zam 500

Subject matter.

Reports regarding
Cultivation of Ramie
in the Province.

GPB—1,000—8-9 18

iv. It is not clear whether the grants for construction and repair of University buildings are also to be transferred to the University fund irrespective of excesses or savings.

3. If transfers of the kind referred to under ii, iii & iv of para 2 are not to be made, it may be stated if the intention is to show monthly on both sides of the accounts of the University Fund only the grant and outlay based on actuals.

The favour of very early orders is requested.

I have the honour to be,

S i r,

Your most obedient servant,

Offg. Comptroller.

SDV/

4/8/16

1114

34

G. R. S. 26]

File No. 12-16

Serial No. 36

*Diary No. of letter replied to* 730

No. 1532.

General and Revenue Secretariat

( 29 )

8, *the* 16. 8. 1916.

To

The Offg. Comptroller

Date of issue 19-8-16.

Signed by Rao Sahib K. Subba Rao

Sir,

With reference to your letter No. T. A. M. 180 dated the 6th August 1916 soliciting instructions on certain points connected with the University Fund I am directed to state seriatim as follows:—

(i)
(ii)
(iii)
(iv)

} Here enter in full the answers given in the Fair; Rough note over.

SUBJECT.

I have the

1/17

Secy. Exn
16/8 —

1114

| Whose remarks | Points raised. | Comptroller's remarks. |
|---|---|---|
| 3. Financial Secretary. | (1) In addition to the forms suggested by the Comptroller the following should be maintained.<br>(a) account working out the balance at the credit of the University Fund at the end of each month.<br>(b) an Asset and Liability statement of the University for the last day of the official year. | (a) This account is given in the last page of Form 13 (monthly consolidated account).<br>(b) This account for June will show the position on the last day of the year. |
| | (2) There is no harm in making the Principals disbursing officers, but the class of expenditure which they can disburse on bills not countersigned by the Registrar or the audit office should be strictly defined. Only sanctioned charges under "Salaries and Establishment" according to the scale laid down in the budget should be so drawn Chaqu Cheques for charges under "Supplies and Services" and "Contingency" should be drawn only after the bill is passed by the Vice-Chancellor and countersigned by the Registrar under his orders. To avoid any possible difficulty adequate permanent advances should be given to the Principals. | This may be defined for guidance of Disbursers and Auditors. |
| | (3) The rules framed by the Comptroller do not refer to expenditure on account of Hostels etc., Rules and forms relating to the Hostels should be included. | Rules and forms are attached. |
| | (4) That a concurrent local audit of the University accounts by the Comptroller's staff is necessary. | Please see para 3 of this office letter No. 2625/T.A.M. 477 dated 25th September 1916 to Government. |
| | (5) That it would be safe to send all Travelling Allowance Bills to Comptroller for pre-audit. | Attention is invited to para 5 of this office letter No. 2625/T.A.M. 477 dated 25th September 1916 to Government. |
| | (6) If Government so desire the detailed budget of the University may be printed as an appendix to the General budget. | May be done. |
| | (7) That a miscellaneous stock register should be maintained. | May be done. |
| | (8) That there should be a verification of stock every half-year. | May be done. |
| 4. Vice-Chancellor. | 1. Form may be given .. | Vide last page of Form 13. |
| | 2. Is this necessary? Is any such statement made for e.g., Municipalities or District Boards. | Please see remarks against point No. 1 (b) raised by the Financial Secretary. A memo showing the Cr. and Dr. balances is appended to the monthly Municipal and District Fund cash accounts. |
| | 3. I agree. But is it necessary to have two disbursing officers in Mysore? | Vide remarks against point No. 10 raised by the Registrar. |
| | 4. The Comptroller may be asked to do so, a copy of present accounts forms being sent. | Separate rules and forms attached. |
| | 5. I quite agree. | Vide reply against point No. 4 raised by the Financial Secretary. |
| | 6. I agree with the exceptions noted below (Vide) No. 9. | Vide reply against point No. 5 raised by the Financial Secretary. |
| | 7. Money for Public Works--how will it be dealt with? Will it be transferred to the Public Works Department by Government? Where is this provided for?. | Vide para iv of Government letter No. 1532 dated 19th August 1916. The following rule may be added as 6 (A).<br>6 (A). As regards Public Works charges, the Executive Engineer in charge of the Division carrying out works for the University will prepare at the end of each month a statement of expenditure on works executed during the month and forward it to the Registrar. The Registrar will, after needful examination, issue a cheque for the full amount in favour of the Executive Engineer. |

supported by bills and vouchers.

Replies to the several points raised in the University Accounts File.

| Whose remarks. | | Points raised. | Comptroller's remarks. |
|---|---|---|---|
| 1. Registrar. | 1. | The large number of registers to be kept will involve increase of establishment in the Registrar's Office. Probably also in the Colleges. | The registers prescribed are necessary for recording the different kinds of transactions. |
| | 2. | Is it necessary to depart from the present practice by which Gazetted Officers send their bills direct to the Treasury submitting them to the Principals? The issue of separate cheques and keeping account will mean a lot of extra work to the colleges. May not such bills be submitted direct to the Registrar if the present practice is to be departed from? | In their letter No. 1532 Edn. 12-16-32 dated 19th August 1916 to this office Government have stated that payments of the University should be made on cheques drawn on the treasury. The procedure suggested is therefore in accordance with this order of Government. At Mysore, however, all payments can be made on cheques drawn by the Registrar, and the Maharaja's College there relieved of the work. |
| | 3. | A duplicate register of Examination application and Fees to be kept by the Principal and the Registrar: Cannot this be avoided? | Principals of Colleges need not maintain a register of examination application fees nor is the detailed register of College fees (Form 39) necessary in the Registrar's Office (Vide Rule 89) |
| | 4. | Should not a similar register of admission fees also be kept by the Registrar? | No separate register for admission fees has been prescribed An additional column may be opened in the "Fees" Register as per form attached. A copy of (Form 39) this register is not necessary in the Registrar's Office. |
| | 5. | Is the register of immoveable property etc.,to include the Hostels? Some such register is desirable. Shall it be maintained direct by the Registrar? This applies also to the two Unions. | Yes; This register will have to be maintained in the Hostels and the Registrar's Office. |
| | 6. | Separate Library and Prizes Registers are necessary. | Necessary alteration has been made in Form 37. The same form may be used for both. |
| | 7. | Freeships may be included in the Scholarship Register. | Freeships have to be noted in the fees register. As no cash transactions are involved inclusion of freeships in the shholarship register is not necessary. |
| | 8. | Hostel expenditure should similarly be accounted for under forms to be drawn up by the Comptroller and similarly audited. | Separate rules and forms attached. |
| | 9. | So far, Reading Room and Athletic fees have not been under Government Control. Should they be similarly audited?. | The transactions relating to the receipt and expenditure of these fees may be accounted for under a separate deposit head. Their inclusion in the accounts of the University is, I think, necessary |
| | 10. | Should the Principal Maharaja's College be a disburser when the Registrar is on the spot? Small sums for contingencies may be advanced by the Registrar? | Please see remarks against No. 2 above It is not necessary to make the Principal of the Maharaja's College a disburser. His contingent requirements can be met by the grant of an imprest |
| | 11. | The pre-auditing of the Travelling Allowance bills of outsiders by the Comptroller not desirable on account of delay and extra correspondence. | Attention is invited to para 5 of this office letter No. 2625 dated 25th September 1916 to Government. Pre-audit of Travelling allowance claim is not necessary under the ordinances as they stand. |
| 2. Mr. Reddy. | 1. | The pre-audit in case of Travelling Allowance Bills causes so much delay that outsiders may not like it. I would, in the case of outsiders, recommend the Madras University system under which Travelling Allowance bills are paid by Registrar subject to the condition that in case the audit office will not pass any items they must be refunded. | |
| | 2(a) | Ought not these to be different? (b) I propose the following in addition; (1) Free Roll as per Madras Rules (2) Register of irrecoverable fees to be submitted to Government each term | (a) Necessary alteration made in form 37 (b) The form suggested is not available for reference. |
| | 3. | These must be separate. There must be an annual stock-taking of the Library. | Necessary alteration made in Form 37. Rule 61 added by the Financial Secretary provides for half-yearly verification of stock of all articles for which stock registers are maintained |

| Whose remarks. | | Points raised. | Comptroller's remarks. |
|---|---|---|---|
| Vice-Chancellor. | (8) | Is it necessary to make the Maharaja's College Principal a disburser? The Registrar may do the work and save the establishment in the College. | Vide reply against Point No. 10 ~~raised~~ raised by the "Registrar" |
| | (9) | The bills of outsiders may as suggested by Mr. Reddy be paid without pre- audit. A rule to this effect may be inserted after Rule 27. | Vide reply against point No. 11 raised by the "Registrar" |
| | (10) | I presume the history will be kept in Comptroller's Office. | Yes. |
| | (11) | Why not omit Geological? Other excursions may also have to be undertaken. | May be omitted. |
| | (12) | To see Government Order. | |
| | (13) | To see form No. Edn. 61 Where should the order of award by College or other authority be shown for check and comparison?. | Form herewith. (Form No. 40). In column 1 of Scholarship register Form 35. |
| | (14) | Where will the account of books given away be shown? | Necessary alteration made in Another column may be added to Form 37 ~~in which~~; the dates on which the books are given away may be noted, in red ink, in Col 8. |
| | (15) | What other stock register is required than for furniture, stationery, books and apparatus?. | If any, may be brought in the miscellaneous register. |
| | (16) | Is a yearly examination not sufficient? Is half-yearly examination prescribed for offices generally? | An annual examination appears to be sufficient. |

SDV/3-10

Ld. M. N. Krishna Rao
Offg. Comptroller
11/7

Copy

11/7

Replies to the several points raised in the University Accounts File.

| Whose remarks. | Points raised. | Comptroller's remarks. |
|---|---|---|
| 1. Registrar. | 1. The large number of registers to be kept will involve increase of establishment in the Registrar's Office. Probably also in the Colleges. | The registers prescribed are necessary for recording the different kinds of transactions. |
| | 2. Is it necessary to depart from the present practice by which Gazetted Officers send their bills direct to the Treasury submitting them to the Principals? The issue of separate cheques and keeping account will mean a lot of extra work to the colleges. May not such bills be submitted direct to the Registrar ~~if xxxxxxxx~~ if the present practice is to be departed from? | In their letter No.1532/Edn.12-16-36 dated 19th August 1916 to this office Government have stated that payments of the University should be made on cheques drawn on the treasury. The procedure suggested is therefore in accordance with this order of Government. At Mysore, however, all payments can be made on cheques drawn by the Registrar, and the Maharaja's College there relieved of the work. |
| | 3. A duplicate register of Examination application and Fees to be kept by the Principal and the Registrar: Cannot this be avoided? | Principals of Colleges need not maintain a register of examination, application fees nor is the detailed register of College fees (Form 39) necessary in the Registrar's Office (Vide Rule 39). |
| | 4. Should not a similar register of admission fees also be kept by the Registrar? | No separate register for admission fees has been prescribed. An additional column may be opened in the "Fees" Register as per form attached. (Form 39) A copy of this register is not necessary in the Registrar's Office. |
| | 5. Is the register of immoveable property etc. to include the Hostels? Some such register is desirable. Shall it be maintained direct by the Registrar? This applies also to the two Unions. | Yes; This register will have to be maintained in the Hostels and the Registrar's Office. |
| | 6. Separate Library and Prizes Registers are necessary. | Necessary alteration ~~has been made~~ in Form 37. The same form may be used for both. |
| | 7. Freeships may be included in the Scholarship Register. | Freeships have to be noted in the "Fees" register. As no cash transactions are involved, inclusion of freeships in the scholarship register is not necessary. |
| | 8. Hostel expenditure should similarly be accounted for under forms to be drawn up by the Comptroller and similarly audited. | Separate rules and forms attached. |
| | 9. So far, Reading Room and Athletic fees have not come under Government Control. Should they be similarly audited? | The transactions relating to the receipt and expenditure of these fees may be accounted for under a separate deposit head. Their inclusion in the accounts of the University is, I think, necessary. |
| | 10. Should the Principal, Maharaja's College be a disburser when the Registrar is on the spot? Small sums for contingencies may be advanced by the Registrar. | Please see remarks against No.2 above It is not necessary to make the Principal of the Maharaja's College a disburser. His contingent requirements can be met by the grant of an imprest. |
| | 11. The pre-auditing of the Travelling Allowance bills of outsiders by the Comptroller not desirable on account of delay and extra correspondence. | Attention is invited to para 5 of this office letter No.2625 dated 25th September 1916 to Government. Pre-audit of Travelling Allowance claim is not necessary under the ordinances as they stand. |
| 2. Mr. Reddy. | 1. The pre-audit in case of Travelling Allowance Bills causes so much delay that outsiders may not like it. I would, in the case of outsiders, recommend the Madras University system under which Travelling Allowance bills are paid by Registrar subject to the condition that in case the audit office will not pass any items they must refunded. | |
| | 2.(a) Ought not these to be different? (b) I propose the following in addition; (1) Free Roll as per Madras Rules (2) Register of irrecoverable fees to be submitted to Government each term. | (a) Necessary alterations made in form 37. (b) The form suggested is not available for reference. |

| Whose remarks. | | Points raised. | Comptroller's remarks. |
|---|---|---|---|
| Vice-Chancellor. | (8) | Is it necessary to make the Maharaja's College Principal a disburser? The Registrar may do the work and save the establishment in the College. | Vide reply against Point No.10 raised by the "Registrar". |
| | (9) | The bills of outsiders may as suggested by Mr. Reddy be paid without pre-audit. A rule to this effect may be inserted after Rule 27. | Vide reply against point No.11 raised by the "Registrar". |
| | (10) | I presume the history will be kept in Comptroller's Office. | Yes. |
| | (11) | Why not omit "Geological"? Other excursions may also have to be undertaken. | May be omitted. |
| | (12) | To see Government Order. | |
| | (13) | To see form No.Edn.61. Where should the order of award by College or other authority be shown for check and comparison? | Form herewith. (Form No.40) In column 1 of Scholarship register (Form 35.) |
| | (14) | Where will the account of books given away be shown? | Necessary alteration made in Form 37; the dates on which the books are given away may be noted in red ink in Col.8. |
| | (15) | What other stock register is required than for furniture, stationery, books and apparatus? | If any, may be brought in the miscellaneous register. |
| | (16) | Is a yearly examination not sufficient? Is half-yearly examination prescribed for offices generally? | An annual examination ~~p~~ appears to be sufficient. |

Sd/- M.N. Krishna Rao,
Offg. Comptroller.

"C O P Y"

Registrar.

LDO.

| Whose remarks. | Points raised. | Comptroller's remarks. |
|---|---|---|
| 2. Mr. Reddy. | 3. These must be separate. There must be an annual stock-taking of the Library. | Necessary alteration made in Form 37. Rule 61 added by the Financial Secretary provides for half-yearly verification of stock of all articles for which stock registers are maintained. |
| 3. Financial Secretary. | (1) In addition to the forms suggested by the Comptroller, the following should be maintained.<br>(a) account working out the balance at the credit of the University Fund at the end of each month.<br>(b) an Asset and Liability statement of the University for the last day of the official year. | (a) This account is given in the last page of Form 13 (monthly consolidated account).<br>(b) This account for June will show the position on the last day of the year. |
| | (2) There is no harm in making the Principals disbursing officers, but the class of expenditure which they can disburse on bills not countersigned by the Registrar or the audit office should be strictly defined. Only sanctioned charges under "Salaries and Establishment" according to the scale laid down in the budget should be so drawn. Cheques for charges under "Supplies and Services" and "Contingency" should be drawn only after the bill is passed by the Vice-Chancellor and countersigned by the Registrar under his orders. To avoid any possible difficulty, adequate permanent advances should be given to the Principals. | This may be defined for guidance of Disbursers and Auditors. |
| | (3) The rules framed by the Comptroller do not refer to expenditure on account of Hostels etc., Rules and forms relating to the Hostels should be included. | Rules and forms are attached. |
| | (4) That a concurrent local audit of the University accounts by the Comptroller's staff is necessary. | Please see para 3 of this office letter No. 2625/T.A.M.477 dated 19th September 1916 to Government. 25th |
| | (5) That it would be safe to send all Travelling Allowance Bills to Comptroller for pre-audit. | Attention is invited to para 5 of this office letter No.2625/T.A.M.477 dated 25th September 1916 to Government. |
| | (6) If Government so desire, the detailed budget of the University may be printed as an appendix to the General budget. | May be done. |
| | (7) That a miscellaneous stock register should be maintained. | May be done. |
| | (8) That there should be a verification of stock every half-year. | May be done. |
| 4. Vice-Chancellor. | 1. Form may be given. | Vide last page of Form 13. |
| | 2. Is this necessary? Is any such statement made for e.g. Municipalities or Districts Boards. | Please see remarks against point No.1 (b) raised by the Financial Secretary. A memo showing the Cr. and Dr. balances is appended to the monthly Municipal and District Fund cash accounts. |
| | 3. I agree. But is it necessary to have two disbursing officers in Mysore? | Vide remarks against point No.10 raised b the Registrar. |
| | 4. The Comptroller may be asked to do so, a copy of present accounts forms being sent. | Separate rules and forms attached. |
| | 5. I quite agree. | Vide reply against point No.4 raised by the Financial Secretary. |
| | 6. I agree with the exceptions noted below (Vide)No.9. | Vide reply against point No.5 raised by the Financial Secretary. |
| | 7. Money for Public Works - how will it be dealt with? Will it be transferred to the Public Works Department by Government? Where is this provided for? | Vide para iv of Government letter No.1532 dated 19th August 1916. The following rule may be added as 6 (A).<br>6 (A) As regards Public Works charges, the Executive Engineer in charge of the Division carrying out works for the University will prepare at the end of each month, a statement of expenditure on works executed during the month and forward it to the Registrar supported by bills and vouchers. The Registrar, will, after needful examination, issue a cheque for the full amount in favour of the Executive Engineer. |

41

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted and addressed to the Comptroller, Mysore Government.

the communications

No. 2625 Lift 477

OFFICE OF THE COMPTROLLER, MYSORE GOVERNMENT,

*Dated Bangalore, the* 19th September 1916.

DIARY No. 1635

FROM M. N. Krishna Rao Esq.,

~~Rxxx.CHAKRAVARTI,Esq.,M.A.,~~

*Comptroller to the Government of His Highness the Maharaja of Mysore.*

GEN. 27 SEP 1916

19-19 SECTION Gen. FILE No. 12-16 No.

To

P. G. D'Souza, Esq., B.A., B.L.,

*Secretary to the Government of Mysore,*

Education & Agriculture *Department*s.

SIR,

With reference to correspondence ending with your letter No.1532/ Edn. 12-16-36 dated 19th August 1916, I have the honor to state that draft rules and forms for regulating the accounts work of the University of Mysore have been drawn up and forwarded to the Registrar and he has been requested to state if the rules and forms are suitable for adoption or if they require ~~it~~ modification in any respect. I submit herewith for information a copy of the said draft rules and forms.

2. In your letter No.768/Edn. 12-16-10 dated 22nd July 1916, I am asked to suggest the returns to be sent by the colleges to the University Office and by the latter to Government and the Comptroller. The returns and accounts to be sent by the colleges to the Registrar have been specified in the rules. The question what accounts should be sent to this office requires consideration. Under section 19 of the Regulation, the accounts of the University shall be audited by such agency as may be prescribed by the ordinances, or by auditors appointed by Government. The First Ordinances sanctioned in Notification No.800/Edn.12-16-12 dated 25th July 1916 require the appointment of a Board of Audit consisting of three Fellows and the quarterly audit of accounts by the Board. Under the sanctioned arrangement there is no provision for audit of accounts of the University

by

C. O. 43—Rec. 18]

..... .....Department.

191 .

FROM

~~J. S. CHAKRAVARTI, Esq., M. A.,~~
~~F. R. A. S., ETC.,~~
Offg: *Comptroller to the Govt. of H. H. the Maharaja of Mysore.*

*To*

....., ~~Esq.,~~

The *Secretary to the Govt. of Mysore,*
Education & Agriculture Depts

Dated 25th Septr. 1918

Despatched

Received

No. 2625 Cypher
Y. Adm. 477.

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Subject matter.

Forwards a copy of the draft Rules & forms for regulating the accounts work of the Mysore University.

by the Comptroller and there is accordingly no need for any accounts of the University being sent to [redacted] at other intervals. The draft rules provide for the communication by the Comptroller of all particulars relating to the transactions of the University with the Government Treasuries or through the Government Bankers in India and England, for completing the accounts of the University and for agreeing the balance of the University Fund according to the books of the University with that on the books of the Comptroller. Beyond furnishing such information nothing more is required of the Comptroller in respect of the accounts of the University, if he has nothing to do with their audit.

3. If audit by the Comptroller is considered necessary, it is best to conduct such audit locally so that all the accounts including the registers kept in the office of the University may be examined, and if this procedure is to be adopted arrangements will be made for a monthly audit of the accounts of the University through the agency of the Local Audit Department of this office. With such audit, it is not necessary to receive any accounts in this office from the University. In the case of the Gazetted Officers of the University, it will be necessary to make the required entries in the Audit Register maintained in this office to deal with questions of their leave, service &c, and for this purpose, their monthly salary bills may be required to be sent to this office for audit and return to the University Office for use by the Audit Board and also by the Local Audit Staff of this office if audit of accounts of the University by the Comptroller is necessary.

4. Under Section 17 of the Regulations the University Fund shall be at the disposal of the University to be employed for any of the purposes mentioned in the Regulation or in the Ordiances. If the Comptroller is required to audit the outlay met from the Fund the audit will have to follow the orders of the sanctioning authorities of the University and not the rules

and

and orders of Government that apply to expenditure on Government Departments. As regards appointments, punishments, retirements, removals, leave, pension etc., of the Professors, Assistant Professors,. Officers and employees of the University, the orders contained in Notification No. 801/Edn.12-16-13 dated 25th July 1916 will guide audit.

5. If, as the First Ordinances provide, the accounts of the University are to be audited by the Audit Board and not by the Comptroller, the pre-audit by this office of the travelling allowance claims of officers of the University will not be required. If however audit by the Comptroller is required, it has to be considered if travelling allowance claims should be pre-audited. As the rules in the Mysore Service Regulations have to be applied in the case of officers of the University, pre-audit of their travelling allowance claims would be necessary and payment of claims can be made only on audited bills, by means of cheques issued by the drawing officers of the University. Whether pre-audit is required in the case of travelling allowance claims of those who do not come under the Notification No. 803/Edn.12-16-12 dated 25th July 1916 is a point on which orders of Government are necessary. The scale of travelling allowances payable to persons not in the service of Mysore Government e.g., Examiners and others who are not officers of the Mysore Government, will apparently be that to be laid down by the University.

6. All grants now shown under 18 Education (1) Mysore University and (4) ~~Grant~~ Govt Colleges, General on account of the two first grade colleges and under '33 Civil' Works for University buildings will be transferred to the credit of the University Fund as directed in your letter No.1532/Edn.12-16-36 dated 19th August 1916. The detailed estimates of expenditure of the University will appear in the annual budgets of that institution and only the aggregate Government grant fixed on a consideration of the resources and requirements of the University will be shown under 18 Education (1) Mysore University in the future

future year's State Budgets and it is therefore presumed that details of expenditure on account of the constituent colleges need not appear under '4 Government Colleges General' in the budgets of Government from the next year.

7. The annual audited accounts to be published under Section 19 (3) of the Regulations may be in form No. 13 (without the 2nd money column).

8. As regards the account to be submitted to Government it is suggested that it may be in form No.13 and that it may be sent monthly.

I have the honor to be,

Sir,

Your most obedient servant,

M N Venkatarama Rao

Offg: Comptroller.

SAm.

MV

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

# Accounts

of the

# UNIVERSITY OF MYSORE.

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

## ACCOUNTS OF THE UNIVERSITY OF MYSORE.

**All receipts to be remitted to Treasury.**

All moneys received on account of the University should be remitted to the Treasury for credit to the head "Mysore University Fund."

**Funds for expenditure to be drawn from the Treasury.**

2. All amounts for expenditure on account of the University should be obtained by cheques on the treasury drawn against letters of credit issued by the Comptroller.

**Treasury Pass Book.**

3. All payments made by treasuries against letters of credit will be entered by the treasury in a book (Form No. 2) and a copy of it called "Pass Book" in Form No. 1 will also be written up by the treasury thrice a month. The Pass Book will be kept by the Disburser and sent to the treasury periodically for being written up and returned to him.

**Drawing Accounts.**

4. Forecasts of amounts required every quarter for expenditure on the two constituent colleges and the University Office, Staff &c., should be made and credits obtained at the Mysore and Bangalore District Treasuries, on application to the Comptroller. There will be three Disbursers, namely, the Principals of the two colleges, and the Registrar, and quarterly credits for each of these officers should be separately applied for. The Principals of the two colleges should report their requirements (in form 3) to the Registrar by the 15th of the month preceding the quarter and the Registrar should apply (in form 4) to the Comptroller

for

for the credits required by the Principals and himself on or before the 20th of the same month. If additional credits are found necessary for any quarter, supplemental applications may be made in the same form, mentioning the particular unforeseen demand, necessitating increased credit in excess of original forecast. The Comptroller should grant the credits thus applied for before the commencement of the quarter and intimate their issue to the Registrar and to the Principals concerned.

Remittance to Treasury.

5. All collections made on account of the University should be remitted to the Treasury with a remittance register (Form Fin.77 accompanied by a Chellan (Fin.78).

Payment of Money.

6. Every bill presented for payment will be entered forthwith in the Register of Bills in form 6, and, after check, placed before the Registrar or the Principal of the College as the case may be, who after satisfying himself that the claim is admissible, authority good, signature true and in order and the receipt a legal quittance will order payment in the following manner ; —

"Pay by Cheque/cash rupees (in words and figures) only".

Endorsement of payments should also be made on the bills under the signature of the Disburser in the following form:

Paid by cash Rs..... or

Paid by cheque No. for Rs. -

10. The Accounts and Registers to be kept in the Registrar's Office are the following:-

1. Cash book of transactions by the Registrar (Form No. 10).
2. Adjustment Register (Form No. 9)
3. Monthly Abstract of entire transactions of the University including the constituent colleges (cash abstract book (form No.12).
4. Monthly accounts of the University with vouchers (Form No.13).
5. Register of applicants for different examinations and fees recovered. (Form No. 24)
6. Register of graduates registered and fees recovered (Form 20 and 21).
7. Register of grants, recurring and non-recurring (Forms 18 and 19).
8. Sale proceeds of University publications (Form 22).
9. Stock account of University Publications. (Form 23).
10. Register of Endowments (Form 25).
11. Register of Investments (Form 26)
12. Immovable Property Register (Form 27).
13. Register of furniture (Form 29).
14. Register of stationery and forms (Form 17)
15. Acquittance Roll (Form 14).
16. Travelling Allowance Register.
17. Contingent Register (Fin. 10)
18. Register of Remuneration to Examiners (Form No. 34).
19. Service Postage Stamp Account (Form 28)
20. Treasury Remittance Register (Fin.77)
21. Register of Advances (Form 31).
22. Register of Deposits (Form 32).
23. Register of Reference Books (Form 30).

50

Cash Book.

11. Cash Book in form 10, will be maintained by the Registrar and the two Principals. The cash book should be a substantially bound volume, containing a sufficient number of pages to contain at least one year's transactions. Its pages should be machine numbered.

12. Transactions must be recorded on the date on which they actually occur and full particulars thereof should be noted in the column intended therefor. The allocation of each item of transaction should be noted in the last column so that the cash book entries may be readily abstracted in form No. 12. Amounts of cheques drawn for cash payments should be accounted for in the cash columns on the Dr. Side and the transaction allocated to "Cash from Treasury".

13. Payees' Receipts for other than salaries and allowances should be taken in the printed machine numbered forms (in form 11).

14. Cash book should be closed and balanced daily and be signed by the Disbursing Officers. At the end of each month, the entries made in the Treasury Pass Book, should be checked, item by item, with the cash book and cheques outstanding ~~shall be~~ noted in detail at the foot of the cash book.

Adjustment Book.

15. In addition to the adjustments referred to in para 8 supra, corrections of errors in classification, as well as the amounts of cancelled cheques vide para 23 infra will be recorded in this register. The closing entries

2 ).

entries of the adjustment book will ~~usually~~ be those relating to the amounts of cheques issued as per cash book, the aggregate of which will be credited to "Cheques drawn", debited already to the service heads concerned through the cash book. The book will then be totalled and a classified abstract of the entries noted at the end of the month, and these figures will be posted into the cash abstract book (Form No.12.)

16. Transactions relating to the constituent colleges will be communicated to the Registrar through the monthly cash account, in Form 13, not later than the 5th of the month following that to which the account relates.

Abstract Book.

17. A classified account of transactions recorded in the cash and adjustment books will be prepared in form No.12 (Abstract Book). The abstract book kept in the Registrar's Office will not only be a classified account of transactions conducted by the Registrar but also a consolidated account of the entire monthly transactions of the University including the constituent colleges. Form No.13 prepared from the Abstract Book together with the vouchers supporting the charges will be the monthly account of the University.

Cheque Books.

18. Each disburser will be supplied by the Comptroller with numbered cheque books headed "Mysore University Fund" and before bringing any book into use, the treasury officer concerned should be advised of the number of the book to be used for noting it in the Treasury Register of cheques paid (Form No.2 ).

19. Cheque books should always be kept under lock and key in the personal custody of the drawing officer, who when relieved should take a receipt for the correct number of cheques made over to the relieving officer a specimen of whose signature should, at the same time be forwarded to the Treasury concerned, under the signature of the relieved officer.

20. As a precaution against fraud, all cheques should have legibly written across, on the face at right angles to the type, a sum in words, a little in excess of that for which the cheque is granted, thus "Under thirty rupees" will mean that the cheque is for a sum not less than Rs.20/- but less than Rs.30/- and so on.

21. A cheque should not be drawn until it is intended to be paid away.

22. No advice of the issue of a cheque need be sent to the treasury, none should be drawn for sums of less than Rs.10/-. Cheques will be current for 3 months only, and those which are not cashed within 3 months of the dates of issue shall not be presented for encashment without being redated. The alteration of date will be attested by the drawing officer and a note of the fact of redating shall be entered in the cash book against the original transaction and upon the counterfoil of the cheque itself. The alteration will in no way affect the accounts and no further entries need be made.

Cancelled cheque.

23. When it is necessary to cancel a cheque, the cancelment should be recorded on the counterfoil, and the cheque, if in the drawer's possession, should be destroyed. If not in his possession, he should promptly request the treasury officer to stop payment of the cheque and on ascertaining that payment has been stopped, he should write back the entry in his cash book by exhibiting the amount of the cheque on the receipt side in the Treasury column as "Refunds of expenditure" A counter reference must be given in the cash book against the original, ~~xx~~ to the second entry of the cheque. When the amount is thus adjusted, it will be deducted in the adjustment Register (Form 9). from the amount credited to "cheques drawn from treasury". A cheque remaining unpaid from any cause for twelve months from the date of its issue should be cancelled and the amount written back in a similar manner.

Lost cheque.

24. When a cheque is reported as lost during the period of its currency, the drawing officer should forward to the Treasury Officer concerned a certificate in the forms given in the margin for signature. On receipt from the Treasury Officer of this certificate signed by him, the drawing officer will issued a fresh cheque, a note of the fact being made in the counterfoil of the original cheque. This cheque should not however be charged again in the cash book.

Certified that cheque No. dated for Rs. reported by the (Disbursing Officer) to have been drawn by him on this Treasury in favor of.....has not been paid and will not be paid, if presented hereafter.

The Treasury 191 ) Treasury Officer.

Salaries and Allowances.

25. Pay and allowances of Gazetted Officers will be claimed on Bills in (Form 101) and the bills presented to the Registrar or the Principals of the College, as the case may be. After check of the claim preferred, pay orders should be passed for the net amount of claim admitted and cheques drawn in accordance with such orders will be charged off in the Cash Book and delivered to payees, on obtaining acknowledgments from them. Separate cheques will be issued for the net amount of each bill.

Sa.
s.

26. Pay of the rest of the establishment will be claimed in Fin Form 19 with full details of names and the instructions contained in Articles 58 to 65 of the Civil Account Code regarding the preparation of monthly bills of permanent and temporary establishments, original as well as supplemental, should be carefully followed. The bill thus prepared will be placed along with the Acquittance Roll (in form 14) before the Disbursing Officer, who, after necessary scrutiny, will pass the payment order and issue a cheque for the net amount only. Separate cheques in favor of the Treasury Officer should be drawn for (1) Insurance Premium (2) Provident Fund Subscription (3) House Building Advance, &c., recoverable from both Gazetted and Non-Gazetted Officers, and the several statements detailing the deductions should be attached thereto. ~~An abstract memorandum of such deduction should be prepared and~~

Regis
fee

Enclosure

and the order for payment passed on it. The cheques drawn for such deductions should have written at the top, in bold letters, the endorsement "For transfer adjustment only". Payments to members of establishments should be acknowledged and dated in the Acquittance Roll by the payees and the acknowledgments should, if necessary, bear a stamp. Officers who do not appear personally to receive payment should be required to furnish separate receipts which should be attached to the Acquittance Roll.

Travelling Allowances.

27. Travelling allowances of Gazetted Officers and establishments will be drawn on bill (Fin. Forms No. 107 and 107 (a) respectively, and after the required countersignature the bills will be forwarded to the Comptroller for preaudit, as required in Article 647 Mysore Service Regulations.

28. A register of all travelling allowances drawn and disbursed (copy of T.A.Bills) will be maintained in the Registrar's Office and the constituent colleges and acknowledgments of the parties concerned taken therein with, if necessary, receipt stamps.

Annual Returns of Establishment.

29. In the first week of July in each year, a detailed statement of the permanent establishment of the University Office and the constituent colleges as it stood on the 1st of that month, will be prepared in form (Fin.42) and forwarded to the Comptroller by the Registrar. In preparing this statement, the instructions contained

contained in Article 55, Civil Account Code and para 117, Mysore Treasury Manual should be carefully followed.

Contingencies.

30. Sums required for contingent expenses, such as purchase of country stationery, cart and cooly hire &c will also be drawn on cheques and accounted for in a contingent Register in form (Fl.10). ~~Vouchers in support of the charge will be attached to the monthly account (Form 14).~~ Vouchers in support of the charge will be attached to the monthly (Form 14) Vide rule 17 supra.

Payments outside the State and at other than the Bangalore and Mysore District Treasuries within the State.

31. Payments to be made outside the State and within the State, but at other than the Bangalore and Mysore District Treasuries, should be arranged for through the Comptroller.

Stationery and Printing charges.

32. Stationery articles required for the office of the Registrar and the constituent colleges should be obtained from the Government Stationery Depot on annual indents and the bill of cost received from the Superintendent of Stationery should be paid by means of cheques drawn in favor of the Treasury Officer for transfer credit to the Stationery Depot, and intimation of such credit given to the Superintendent.

33. The bills of cost received from the Superintendent, Government Press, for printing work done for the University, should also be paid by means of cheques drawn in favor of the Treasury Officer, for transfer credit and intimation of adjustment sent to the Superintendent.

Stationery(Account.

34. An account of forms and stationery, and form in the form and under the rules prescribed in the Government Stationery rules (Vide Appendix E.E. to the Mysore Treasury Manual) will be maintained in the Registrar's Office and in the two colleges.

Grants from Government and Local or other local bodies.

35. Registers in Forms 18 and 19 will be maintained for noting the demand and recovery of recurring and non-recurring grants.

Registration of graduates.

36. Two registers in forms 20 and 21 will be maintained for fees for registration of graduates, one for annual fees and the other for compounded fees.

Sale proceeds of University Publications.

37. A register in form 22 will be maintained for noting the sales of University publications, such as, University Calendars &c.

Stock book of University publications.

38. A stock book, in form 23, will also be maintained for noting the receipts, issues and balances of stock of each publication, separate pages of the register being allotted for each publication.

Register of examination fees.

39. A register of applications received for each examination will be maintained in Form 24. This register will be posted from the applications received from the candidates, separate registers being maintained for each examination. At the end of each month, the amount creditable to the University according to this register should be calculated and agreed with the credits acknowledged by the Treasury (Form 7).

Endowment Register.

40. All endowments made by private

persons

Register of Advances.

46. A register in form No. 31 will be maintained for all advances made under proper authority.

persons for the purposes of the Universit will be entered in a register in form 25. This register provides for not only maintaining a record of endowments, but also for watching that the income from endowments is appropriated to the purposes for which they are made.

Investment Register.

41. A register of investments of the funds of the University and of endowment funds will be kept in form No. 26.

Register of immovable property.

42. A register in Form 27 should be maintained of all property belonging to the University.

Register of Service postage stamps.

43. A register showing the receipt and issue of service postage stamps will be maintained in form 28.

Register of Furniture

44. A register in form 29 will be maintained for all articles of furniture. It should be opened with the articles according to the existing register and additions made as purchase are made.

Register of ~~advances~~. office reference books.

45. A similar register will be maintained for office reference books.

Register of ~~advances~~. deposits.

~~47~~ 46. A register of Deposits received and repaid will be kept in form No. 32. Refunds of deposits in cash will be made on vouchers in Form 11. They should be passed for payment, only ~~when~~ after the Registrar has satisfied himself by reference to the Deposit Register that the balance claimed is available. Repayments, in cash or by transfer, should be noted in the Deposit Register.

Budget.

48. The annual budget will be prepared in Form No.33).

Remuneration to Examiners.

49. A register in Form 34 should be maintained for payment of remuneration to Examiners.

Service Books.

50. Service books should be maintained in accordance with the rules prescribed Article 460-462 of the Mysore Service Regulations.

Accounts to be rendered.

51. A list of the returns to be rendered by the Registrar and the periodicals of the constituent colleges is given in Appendix A.

## P A R T I I.

Accounts to be maintained in the Central College, Bangalore and the Maharaja's College, Mysore.

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53. The rules in part I apply to the Colleges also. The Registers noted below should be kept by them also.

5. Remittance Register.
6. Register of Bills
10. Cash Book
14. Acquittance Roll
15. Travelling Allowance Register.
16. Contingent Register.
17. Register of Stationery
27. Register of Immovable property
28. Service Stamp Register.
29. Register of furniture.
30. Register of Office reference books.
31. Register of advances.
32. Register of Deposits.

58. In addition to the above the following registers should also be maintained.

1. Register of school fees.
2. Scholarship Register.
3. Register of Reading Room Collections.
4. Register of Library and Prize Books.
5. Register of apparatus &c.
6. Register of Geological students' Excursion charges.

### I. School Fees.

54. A register in the form prescribed in Government Order No. 8287-8/Edn.426-07 dated 23rd February 1909 should be maintained and the instructions contained therein followed.

### (2) Scholarships.

55. A register in form 35 should be maintained, in which the number and date of the Government Orders sanctioning the several

scholarsips

scholarships should be noted in chronological order. Separate pages of this register will be allotted for each class and the amounts required for payment will be drawn on bills (in form Edn.61) Only the number of scholarships of each class payable, the rate and the total amount required need be shown in the bill. The names of the scholarship-holders should be noted in detail in the scholarship register. The bill and the register thus written up should be placed before the Principal, who after satisfying himself of the correctness of the entries made therein will pass a payment order on which a cheque will be drawn for the total amount required for disbursement. The amount drawn from the Treasury will be distributed to the students concerned and their acknowledgments taken in the scholarship register. When the scholarship register is closed for the month a note in the following form should be made in it.

| | | | |
|---|---|---|---|
| Total amount paid as per details above | 0 | 0 | 0 |
| Amount drawn from the Treasury. .. | 0 | 0 | 0 |
| Balance refunded by shortdrawal on | 0 | 0 | 0 |

(3) Register of Reading Room Collections.

56. A register in form 36 should be maintained for both Reading Room and Sports fees. At the beginning of each term the names of the several students should be entered in this register, separate pages being allotted for ~~each~~ each class. The amounts recovered from time to time will be credited in the Cash Book under the head "Deposits" and the amount drawn for expenditure being also debited to the same head.

P.T.O.

63

4. Register of Library and Prize Books.

57. A register in form 37 should be maintained for noting the books purchased for the College Library and for prize distribution. The sanctioned budget allotment should be noted at the top and the expenditure from time to time watched with reference to this allotment. The invoices received from the Firms will be copied into this register and filed with the cash account in support of the charge.

5. Register of Apparatus.

58. A register in form 38 should be maintained and the procedure laid down in para 57 supra should be followed in this case also.

6. Register of Excursion charges.

59. A register showing the receipts and expenditure under this head should be maintained by the Professor in charge and the transactions recorded therein in chronological order. The expenditure will be brought on the accounts through the cash or adjustment book, as the case may be.

20/9/16.

# List of Forms

| Serial No. | | References to para |
|---|---|---|
| 1 | Pass Book | 3 |
| 2 | Register of cheques paid (to be maintained in the Treasury) | 3 & 18 |
| 3 | Application for letter of credit (from Principal) | 4 |
| 4 | do ( " Registrar) | 4 |
| 5 | Remittance Register (Financial 77) | 5 |
| 6 | Register of Bills | 6 |
| 7 | Monthly intimation of Credits by Comptroller | 7 |
| 8 | Intimation of credits by Treasury officers of other than Bangalore & Kolar Gold Fields Districts | 8 |
| 9 | Assignment Register | 8 & 15 |
| 10 | Cash Book | 11 |
| 11 | Payees' receipt Books | 13 |
| 12 | Abstract Book | 17 |
| 13 | Monthly consolidated account of the University | 17 |
| 14 | Acquittance Roll | 26 |
| 15 | Travelling Allowance Register | 28 |
| 16 | Contingent Register | 30 |
| 17 | Register of Stationery and printed forms (Stationery form) | 34 |
| 18 | Register of Recurring grants | 35 |
| 19 | do — Non-recurring Grants | 35 |
| 20 | do Graduates registered and Fees received (annual) | 36 |
| 21 | do — do — (Compounded) | 36 |
| 22 | do Sale proceeds of University Publications | 37 |
| 23 | Stock account of University Publications | 38 |
| 24 | Register of applications for Examinations and Fees received | 39 |
| 25 | Register of Endowments | 40 |
| 26 | do of Investments | 41 |
| 27 | do Immovable property | 42 |
| 28 | Service Postage Stamp account | 43 |
| 29 | Register of furniture | 44 |
| 30 | do of Office Reference Books | 45 |
| 31 | do Advances | 46 |
| 32 | do Deposits | 47 |
| 33 | Budget Estimates | 48 |
| 34 | Register of Remuneration to Examiners | 49 |
| 35 | Scholarship Register | 50 |

P. T. O.

36. Register of Reading Room Collections &c —— 36
37 do. Library & Prize books —— 57
38. do. Apparatus —— 58.

29

Form No 1. (Rule 3). Form No 1.66

# Passbook

The District Treasury of Bangalore Mysore in account current with Registrar College Principal

Dr. Cr.

| Date | | Initials of D.O | | Date | | Initials of Treasury Officer | |
|---|---|---|---|---|---|---|---|
| January 16 | 1 To Balance | | | Jany 16 By | | | |
| | 1 L.C No 1. | | 10000 - - | 1 Cash | 1 | | 50 - - |
| | 6 L.C No 2. | | 8000 - - | | 2 | | 1000 - - |
| | | | | | 3 | | 250 - - |
| | Total | | 18000 - - | | 4 | | 35 - - |
| | | | | | 5 | | 80 - - |
| | | | | | 6 | | 80 - - |
| | | | | | 7 | | 80 - - |
| | | | | 3 | 8 | | 23 12 6 |
| | | | | 20 | 11 | | 200 - - |
| | | | | | 12 | | 100 - - |
| | | | | 25 | 13 | | 10062 8 - |
| | | | | | 14 | | 120 - - |
| | | | | | 15 | | 200 - - |
| | | | | | 16 | | 320 5 8 |
| | | | | | 19 | | 280 - - |
| | | | | | | | 12881 10 2 |
| Feb 16 | | | | | | | |
| | 1. To Balance | | 5118 5 10 | Balance | | | 5118 5 10 |

(Rule 31)

~~No 19~~ Form No 2.

# Register of payments made to the officers of the Mysore University on cheques against Letters of Credit.

67

From to 191

| Date of payment | Registrar — Cheque Book No | | | | Principal ..... College — Cheque Book No | | | | Daily total of payments carried to Cash Book |
|---|---|---|---|---|---|---|---|---|---|
| | No of cheque | Amount | Balance | Initials of J.O. | No of cheque | Amount | Balance | Initials of J.O. | |
| | | | | | | | | | |

Form 3
Rule ---

## Application for Letter of credit

From

The Principal

..... College

To The Registrar

University of Mysore

Sir,

I have the honor to request that you will be so good as to obtain Credit in my favour in the ..... District Treasury for Rupees ..... only (in words) for expenses of the College for the quarter ending ---- 191 . as noted overleaf.

I have the honorable
Sir
Your most obedient Servant

Principal

| Rs. ..... |
|---|

Date. ----

Form 3
Rule ---

## Application for Letter of credit

From The Principal

---- College

To The Registrar University of Mysore

Sir, I have the honor to request that you will be so good as to obtain Credit in my favour in the ---- District Treasury for Rupees ---- only (in words) for expenses of the College for the quarter ending ---- 191 . as detailed overleaf.

I have the honor to be
Sir
Your most obedient servant

| Rs. ..... |
|---|

Date. ---

Principal

Application for Letter of credit for the quarter ending - - - - - -.

| Particulars | |
|---|---|
| 1. Grant up to date | |
| 2. Expenditure to end of last month | |
| 3. Probable expenditure during current month | |
| 4. Probable drawing account balances at the close of this month | |
| 5. Total of 2, 3 and 4 | |
| 6. Balance available for issues of credit | |
| 7. Credit applied for. | |

Application for Letter of credit for the quarter ending - - - - - -. 19

| Particulars | |
|---|---|
| 1 Grant up to date | |
| 2. Expenditure to end of last month | |
| 3. Probable expenditure during current month | |
| 4. Probable drawing account balances at the close of this month | |
| 5. Total of 2, 3 and 4 | |
| 6. Balance available for issues of credit | |
| 7. Credit applied for. | |

Form No 4
Rule - 4 -

University of Mysore

Application for Letter of Credit

From The Registrar
University of Mysore

To The Comptroller
Mysore Govt.

Has the honour to request that he will be so good as to place the marginally noted amounts in the Bangalore and Mysore District Treasuries at the disposal of the undersigned and the Principals of the constituent Colleges for expenditure during the quarter ending — — — — — 191 .

Registrar

| Particulars | Bangalore District Treasury | Mysore District Treasury |
|---|---|---|
| Registrar. Rs. As. | | |
| Principal C. College Bangalore | | |
| do - M. College Mysore | | |

70 Form 4
Rule 4

University of Mysore

Application for Letter of Credit

From The Registrar
University of Mysore

To The Comptroller
Mysore Govt.

Has the honour to request that he will be so good as to place the marginally noted amounts in the Bangalore and Mysore District Treasuries at the disposal of the undersigned & the Principal of the Constituent Colleges for expenditure during the quarter ending — 191 .

Registrar

| | Bangalore District Treasury | Mysore District Treasury |
|---|---|---|
| Registrar Rs. As. | | |
| Principal C. College Bangalore | | |
| do - M. College Mysore | | |

Form No 5

Rule 5

Finl. 77]

CASH REMITTANCES MADE TO THE TREASURY FROM THE

| Date of Remittance | On what account | Amount | Signature of the Treasurer | Signature of the Officer in charge of the Treasury | Remarks |
|---|---|---|---|---|---|
| | | | | | |

Form No 26. 71

# Register of Bills (Rule 6).

| Serial No. | Date of presentation | Name of Party | Nature of claim | Amount of the bill | Payment | | | Amount disallowed | Remarks. |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Date | amount | Voucher No. in Cash Book | | |

Form no ~~24~~ 7

Fd

Statement showing the Credits on account of the Mysore University during the month of

(Rules ~~5 & 132~~ 7)

| Name of Treasury | Govt Grants | Grants from Local authorities or Private bodies | College Fees | Examination Fees | Interest on Investments | Registration fees | Sale proceeds of University Publications | Rents, profits & other receipts | Total Receipts "U. Fund" |
|---|---|---|---|---|---|---|---|---|---|
| Head quarters | | | | | | | | | |
| Bangalore | | | | | | | | | |
| Kolar | | | | | | | | | |
| Tumkur | | | | | | | | | |
| Shimoga | | | | | | | | | |
| Kadur | | | | | | | | | |
| Chitaldrug | | | | | | | | | |
| Mysore | | | | | | | | | |
| Hassan | | | | | | | | | |
| Total. | | | | | | | | | |

Comptroller's office
Bangalore 07.

Comptroller

Form No 8

Date

To.

Intimates that a sum of Rs ----- has been tendered for credit in this Treasury by ----- on account of ----- and requests that necessary entries may be made in his books.

The head to which the Sums are credited is shown below:—

Signatures.

Form N

Intimation of credits in other treasuries.

From.

Station and Date.

From ----------

To ----------

Intimates that a sum of Rs ----- has been tendered for credit in this Treasury by ----- on account of ----- and requests that necessary entries may be made in his books.

The head to which the Sums are credited is shown below:—

Signature & designation

Receipt to be granted by the Treasury to the party tendering moneys for credit.

Received Rs ----------

from ----- on account of ---------- and credited this Day to ----------

Date ----------

---- Treasury.

Officer in Charge

Chc

# Adjustment Book.

Form No 9
Rule 8. 15

| Item | Particulars of transaction with No. & date of advice | Credits — Head of account | Credits — amount | Debits — Head of account | Debits — amount | Abstract book into which posted |
|---|---|---|---|---|---|---|
| 5th July 16 | 1. Examination fees paid by A.B. in the Trunkurtaluq Treasury Vide T-05 intimation No. & 10-7-16. | III Examination fees | 36-- | Payments into Treasury | 36-- | |
| 20th " | 2 Registration fees paid by C. D. into the Shimoga Dist Treasury Vide T.O's No. & 15-7-16. | V Registration fees | 25-- | do- | 25-- | |
| Do- | 3. Endowment from Mr X. Y. for founding a Scholarship paid into the Kolar Dist Treasury Vide T.O's No: & 15-7-16 | II Grants for Private bodies | 5000-- | do- | 5000-- | |
| 25th " | 4. Examination fees paid by R. Rao into the Bowringpet Taluq Treasury Vide T.O's No. & 20-7-16 | III Examn fees | 15-- | do- | 15-- | |
| 31st " | 5 amount of cheques issued during the month as per Cash Book. | Remittances from Treasury | 7.405-4-10 | Establishment & other charges | 7.405-4-10 | |
| | | Total | 12.481 4 10 | | 12.481 4 10 | |

## Abstract

### Receipts

| | |
|---|---|
| II Grants from Private Bodies | 5000-- |
| III Examination fees | 51-- |
| V Registration fees | 25-- |
| Remittances from Treasury | 7.405-4-10 |
| | 12481 4 10 |

### Payments

| | |
|---|---|
| Remittances to Treasury: | 5076-- |
| Expenditure on Service & other heads | 7405-4-10 |
| | 12481 4 10 |

Charges for the years 1916-17



| | Travelling allowances to members of boards etc | Stationery charges | Printing charges | Prizes, medals and other rewards | Purchase & repairs of furniture | Purchase of books | | Total & General | Total Carried over. |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

B Arts Colleges.

| | Total brought over | 1 Professors and asst Professors | 2 Exchange on Europe family remittance | 3 Demands | 4 Temporary Staff | 5 Pandits, munshis & Engineering Instructors. | 6 Establishments | 7 Travelling allowance to Offices &c. | 8 Scholarships | 9 Library & Prizes | 10 Geological Students Excursion charges | 11 Laboratory Apparatus | 12 Purchase of furniture | 13 Purchase of books & maps | 14 Cost of Electric power | 15 Contingencies | Total II Colleges. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. Registrar | | | | | | | | | | | | | | | | | |
| 2. Principal C.C. | | 1000 | | 80 | | | 35 | 23 12 6 | | | | | 140 | 220 | | 4 | |
| | | | | 80 | | | 220 4 8 | | | | | | 360 | 26 6 | | 4 | |
| | | | | 80 | | | 10 | 234 | 165 | | | 2320 5 4 | 280 | 1200 | | 120 | |
| | | | | | | | 8 | | | | | | | | | 320 5 8 | |
| | | | | | | | | | | | | | | | | 2 8 | |
| | | | | | | | | | | | | | | | | 48 | |
| | | 1000 | | 240 | | | 273 4 8 | 47 6 | 165 | | | 2320 5 4 | 780 | 1426 6 | | 498 13 8 | 6,750 14 2 |
| Principal M.C. | | | | | | | | | | | | | | | | | |
| Total | | 1000 | | 240 | | | 273 4 8 | 47 6 | 165 | | | 2320 5 4 | 780 | 1426 6 | | 498 13 8 | 6,750 14 2 |
| Adjustments. | | | | | | | | | | | | | | | | | |
| Grand Total | | 1000 | | 240 | | | 273 4 8 | 47 6 | 165 | | | 2320 5 4 | 780 | 1426 6 | | 498 13 8 | 6,750 14 2 |
| Total as per Abstract | | | | | | | | | | | | | | | | | |

| | Total Brought over | C Examinations. 1 Fees to examiners | 2 Travelling allowances | 3 Purchase of Stationery | 4 Printing charges | 5 Other items | Total C Examinations |
|---|---|---|---|---|---|---|---|
| Brought forward | | | | | | | |
| 1. Registrar | | | | | | | |
| 2. Principal C.C. | 6700 14 2 | | | | | | |
| 3. Principal M.C. | . . . | | | | | | |
| Total | 6750 14 2 | | | | | | |
| 4. Adjustments | . . . . | | | | | | |
| Grand Total | 6750 14 2 | | | | | | |
| Total upto date | | | | | | | |

| | I General | | | | | | | D | E Library | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Honorarium to Vice Chancellor | Local allowance of V. C. | Registrar | Office Establishments | Publication Bureau | Extension work | Travelling allowance Officers &c &c | Construction & repairs. | 1 Establishment | 2 Travelling allowances | 3 Purchase of books | 4 Purchase of furniture | 5 Subscription to periodicals | 6 Contingencies | Total E Library | Carried forward |
| 1. Registrar | | | | | | | | | | | | | | | | |
| 2. Principal C.C. | | | | | | | | | | | | | | | | " " |
| 3. do Inspector C | | | | | | | | 468 3 4 | | | | | | | | |
| Total | | | | | | | | 468 3 4 | | | | | | | | 7219 16 |
| 4. Apartments | | | | | | | | | | | | | | | | |
| Grand Total | | | | | | | | 468 3 4 | | | | | | | | 7219 16 |
| Total upto ~~end~~ last month | | | | | | | | | | | | | | | | |
| Total upto date | | | | | | | | | | | | | | | | |

# Cash Abstract book.

| | Total Brought over | Debt & Remittance Heads: Payments into Treasury | Advances | Deposits | Total | Total charges to be entered on the charge side of the monthly acct. |
|---|---|---|---|---|---|---|
| Brought forward. | | | | | | |
| Registrar. | | | | | | |
| 2. Principal C.C. | | 316 - - | | 5 8 - | | |
| | | 727 - - | | | | |
| | | 10000 - - | | | | |
| | | 2660 - - | | | | |
| | | 300 - - | | | | |
| | 7219 16 | 14003 - - | | 5 8 - | 14008 8 - | 21227 9 6 |
| 3. Principal M.C. | | | | | | |
| Total | 7219 16 | 14003 - - | | 5 8 - | 14008 8 - | 21227 9 6 |
| 4. Adjustments. | | 5076 - - | | | 5076 - - | 5076 - - |
| Grand Total | 7219 16 | 19079 - - | | 5 8 - | 19084 8 - | 26303 9 6 |
| Total up to date. | | | | | | |

Receipts for the year 191 - 191

| Sale proceeds of University Publications. | Interest on Investments. | Total. | Debt and Remittance Head. | | | | Total Debt Remittance Heads | Total Receipts. |
|---|---|---|---|---|---|---|---|---|
| | | | Cheques drawn from the Trp. | Advances | Deposits. | | | |
| | | | | | | | | |
| | (Rent.) | | | | | | | |
| | 100 — — | [illegible] | | | 300 — — | | [illegible] | [illegible] |
| | 100 — — | 13703 — — | | | 300 — — | | 300 — — | 14003 — — |
| | | | | | — — — | | — — — | — — — |
| | 100 — — | 13703 — — | | | 300 — — | | 300 — — | 14003 — — |
| | | 5076 — — | 7405 4 10 | | | | 7405 4 10 | 12480 4 10 |
| | 100 — — | 18779 — — | 7405 4 10 | | 300 — — | | 7705 4 10 | 26484 4 10 |

Charges for the year 1916-1917

Refunds of Revenue to be deducted from the Funds concerned on the receipt side on the Abstract Book

Refunds of Expenditure against grant to be deducted from charge side of Cash Abstract Book

| | Total brought forward | Heads to be excluded monthly account: Cash from Treasury | Letters of Credit | Treasury Drawing Account | Total from Treasury Chest | Treasury Drawing Account | Grand Total. |
|---|---|---|---|---|---|---|---|
| ~~Brought forward~~ | | | | | | | |
| 1. Registrar. | | | | | | | |
| 2. Principal. C.C. | | 50 | 10.000 | | 50 | | |
| | | 250 | | | 250 | | |
| | | 100 | | | 100 | 180 11 4 | 25 9 4 11 2 |
| | | 200 | | | 200 | | |
| | 14003 | 600 | 10000 | 10600 | 600 | 180 11 4 | 25 9 4 11 2 24 603 |
| 3. Do Maharajas C. | | | | | | | |
| 4. Appointments. | 12481 4 10 | Total as per Appointment Book. | | | | | |
| Total | 26 484 4 10. | | | | | | |
| Total up to end of last month | | | | | | | |
| Total up to date | | | | | | | |

And amount of credits to "Cheques drawn from Treasury already debited to Service heads concerned in the Cash books. 7 4 0 5 4 10

Total as per Appointment Book 12481 4 10 ✓

College for the month of January 16

| Date of Payment | Vouchers &c. | To whom paid &c. | Payments | | | Head in Cash Abstract Book |
|---|---|---|---|---|---|---|
| | | | Cash | Treasury | | |
| | | | | No. of Cheque | Amount | |
| 1 | 1 | Principal for Office expenses | | 1/A | 50 " " | Cash from Treasy |
| | 2 | Principal for pay | | 2 | 1,000 " " | B. Professors & asst Professors |
| | 3 | —do— for pay of staff | | 3 | 250 " " | Cash from Treasy |
| | 4 | Treasury Officer a/c of fund deductions | | 4 | 35 " " | B. Establishment |
| | 5 | Pay of Demonstrator X | | 5 | 80 " " | B. Demonstrators |
| | 6 | —do— Y | | 6 | 80 " " | |
| | 7 | —do— Z | | 7 | 80 " " | |
| | 8 | Stationery purchases | 4 " " | | | Contingencies |
| 2 | 9 | Establishment pay | 220 4 8 | | | B. Establishment |
| | 10 | T/a of Mr. R. Row: Asst Professor | | 8 | 23 12 6 | B. Travelling allce |
| 4 | 11 | Pay of Lab. Peon | 10 " " | | | B. Establishment |
| 5 | 12 | Contractor for furniture supplied | | 9 | 140 " " | B. Purchase of furniture |
| | 13 | Remittances to Treasy a/c of Mis receipts | 316 " " | | | Payments into Treasy |
| 6 | 14 | Contractor D. R. for putting up a shed for examination | | 10 | 468 3 4 | D. Construction & repairs. |
| 11 | 15 | Remittances to Try | 727 " " | | | Payments into Try |
| 12 | 16 | Advance to peon Khalil for Ry Fare to Mysore | 5 8 " | | | Advances |
| | 17 | Stationery purchases | 4 " " | | | B. Contingencies |
| | 18 | Pay of peon Thimma | 8 " " | | | B. Establishment |
| 16 | 19 | Remittances to Try | 10,000 " " | | | Pays into Treasy |
| | 20 | Audited bill of the P. Y. I. Book Depot for books supplied | | 11 | 200 " " | B. Purchase of books and maps |
| 17 | 21 | Principal for current expenses | | 12 | 100 " " | Cash from Try |
| | | Carried Over | 11,294 12 8 | | 2,506 15 10 | |

# Cash Book of P. B Principal ..... College for the month of January 1916

| Date of Receipt | Voucher No. | From whom received | Receipts Cash | Receipts Treasury | Head in Cash Abstract Book | Date of Payment | Voucher No. | To whom paid &c | Payments Cash | Payments Treasury No of Cheque | Payments Treasury Amount | Head in Cash Abstract Book |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Brought forward | 11,443 " " | 10,000 " " | | | | Brought forward | 11,294 12 8 | | 2506 15 10 | |
| 22 | " | Examination fees | 1260 " " | | Examination fees | 21 | 22 | Talles of Mr. R. Row as per audited bill | | 13 | 23 4 " | B: Travelling allce |
| | " | School fees Collections | 1400 " " | | College fees | | 23 | Office rent paid | | 14 | 120 " " | B. Contingencies |
| | " | Cash from Try | 200 " " | | Cash from Try | 22 | 24 | Typewriters from Messrs Addison & Co | | 15 | 360 " " | B. Purchase of furn |
| 28 | " | Security Deposit of Head Accountant | 300 " " | | Deposits | | 25 | Principal | | 16 | 200 " " | Cash from Try |
| | | | | | | | 26 | Scholarships paid | 165 " " | | | B. Scholarships |
| | | | | | | 23 | 27 | Try Officer for Stationery Supplied by the Supt: Stationery | | 17 | 320 5 8 | B. Contingencies |
| | | | | | | | 28 | Pathyanna for furniture | | 18 | 280 " " | B. Purchase of furnit |
| | | | | | | 26 | 29 | Higginbothams for books | | 19 | 26 6 " | B. Purchase of boo and maps |
| | | | | | | | 30 | Repairing Office furniture | 2 8 " | | | B. Contingencies |
| | | | | | | | 31 | V. S. Press for printing Class Exam: papers | | 20 | 48 " " | B. Contingencies |
| | | | | | | | 32 | Remittances to Try | 2,660 " " | | | Payments in Treasury |
| | | | | | | | 33 | —— do —— | 300 " " | | | |
| | | | | | | | | Treasury Officer Mysore for instruments purchased of Messrs Cooke &c. Madras Paid for by the Bank of Madras, Madras (Vide Comptroller's Ltr of ) | | 21 | 2,320 5 4 | B(3) Laboratory & Apparatus |
| | | | | | | | | —Do— for Books purchased from Messrs Baker &c. London & paid by Court &c (Vide Comptr Ltr of | | 22 | 1,200 " " | B.(12) Books etc |
| | | | | | | | | Total | 14,422 4 8 | | 7,405 4 10 | |
| | | | | | | | | Closing Cash Balance | 180 11 4 | | 2,594 11 2 | |
| | | Total:- | 14,603 " " | 10,000 " " | | | | Total | 14,603 " " | | 10,000 " " | |

Form No. 10. Rule 11.

University of Mysore.

The Cash Book.

Cash Book of A. B. Principal .....

| Date of Receipt | Voucher No. | From whom received | Receipts | | | | | | Head in Cash abstract Book |
|---|---|---|---|---|---|---|---|---|---|
| | | | Cash | | | Treasury | | | |
| 1 | " | Opening Balance | " | " | " | " | " | " | |
| | | Letter of Credit No 1 | | | | 10,000 | " | " | Letter of Credit |
| | | Cash drawn from Treasy | 50 | " | " | | | | Cash from Treasury |
| | | —— do —— | 250 | " | " | | | | |
| 2 | " | School fees: Lr Intermediate | 180 | " | " | | | | College fees |
| 4 | " | Examination fees from Govt | 36 | " | " | | | | Examination fees |
| 5 | " | House Rent from Jones | 100 | " | " | | | | Other receipts |
| 10 | " | Examination fees | 720 | " | " | | | | Examination fees |
| | | Registration fee from Mr. K. Rao | 7 | " | " | | | | Registration fees |
| 15 | " | Endowment from Mr. R. Rau | 10,000 | " | " | | | | Grants from Local or other bodies |
| 17 | " | Cash drawn from Try | 100 | " | " | | | | Cash from Treasury |
| | | Carried Over | 11,443 | " | " | 10,000 | " | " | |

87

(Form no: 11)

University of Belgaum

Receipt from ------

Rupees ------

on account of ------

Head accountant

Manager

Registrar

Page ... Book

(Rule 13) University of Belgaum

Form of Payee's receipt

Received this ... day of ... 191 ... from the Registrar, Mysore University.

Rupees

on account of

Examined and entered

Pay Rs

Registrar

Payee's signature

Receipt stamp for sum above Rs 20/-

No 12

University of Mysore

Cash Abstract Book

for

191- 191

(Rule 31)

Abstract Book — Mysore University

| | | Grants from Government | Grants from local or other private bodies. | Examination fees | College fees | Registration fees |
|---|---|---|---|---|---|---|
| | Registrar | | | | | |
| 2. | Principal. Central College. | | 10,000 - - | 36 - -<br>720 - -<br>1260 - - | 180 - -<br>1400 - - | 7 - - |
| | | | 10,000 - - | 2016 - - | 1580 - - | 7 - - |
| 3. | Principal Maharaja's Colly. | | - - - | - - - | - - - | - - - |
| | Total | | 10,000 - - | 2016 - - | 1580 - - | 7 - - |
| 4 | Augmentation. | | 5000 - - | 51 - - | | 25 - - |
| | Grand Total | | 15,000 - - | 2067 - - | 1580 - - | 32 - - |
| | Total up to date. | | | | | |

Monthly account

Form 13

(Rule 17)

University of Mysore.

Consolidated accounts of

Receipts and Expenditure

for the month of

------ 191

# Consolidated abstract of receipts and Expenditure

| | Budget Estimate | For the month | Total upto date |
|---|---|---|---|
| **Receipts.** | | | |
| I Grants from Government | | | |
| II Grants from ~~private~~ local or other private bodies. | | 15000 . . | |
| III Examination fees | | 2067 . . | |
| IV College fees | | 1580 . . | |
| V Fees for registration of graduates | | 32 . . | |
| VI Sale proceeds of University publications | | | |
| VII Interest on Investments | | | |
| VIII Other receipts. | | 100 . . | |
| Total Revenue. | | 18779 . . | |
| **IX. Debt and Revenue Heads.** | | | |
| 1 ~~&~~ Advances | | | |
| 2 ~~to~~ Deposit. | | 300 . . | |
| 3. Remittances from Treasury. | | 7405 4 10 | |
| 4. Investments | | | |
| Total Debt Heads. | | 7705 4 10 | |
| Total Receipts. | | 26484 4 10 | |
| Opening Balance | | . . . | |
| Grand Total | | 26484 4 10 | |

of the Mysore University for the month of 191

| | Budget Estimates | For the month | Total up to date. |
|---|---|---|---|
| **Expenditure.** | | | |
| **A General** | | | |
| (1) Honorarium to Vice chancellor | | | |
| (2) Local allowance to -do- | | | |
| (3) Pay of Registrar | | | |
| (4) Office Establishments | | | |
| (5) Publication Bureau | | | |
| (6) Extension work | | | |
| (7) Travelling allowance to officers & Estt | | | |
| (8) -do- to members of Board etc | | | |
| (9) Stationery charges | | | |
| (10) Printing charges | | | |
| (11) Prizes, medals & other rewards | | | |
| (12) Purchase and repair of furniture | | | |
| (13) Purchase of books | | | |
| (14) Contingencies. | | | |
| Total (A) | | | |
| **B Arts Colleges.** | | | |
| (1) Professors & Asst Professors | | 1000 | |
| (2) Exchange on Europe Family Remittance | | | |
| (3) Demonstrators. | | 240 | |
| Carried over. | | 1240 | |

| | For the month | For the month | Total up to date |
|---|---|---|---|
| Expenditure (Contd) Brought forward | | 1240 . . | |
| B Arts Colleges (Contd) | | | |
| (4) Temporary Staff | | | |
| (5) Pandits, munshis & Gymnastic Instructors. | | | |
| (6) Establishment | | 273 4 8 | |
| (7) Travelling allowance | | 47 - 6 | |
| (7) a Scholarships | | 165 . . | |
| (8) Library and Prizes | | | |
| (9) Geological Students' excursion charges | | | |
| (10) Laboratory and apparatus | | 2320 5 4 | |
| (11) Purchase of ~~books, maps~~ Furniture | | 780 . . | |
| (12) Purchase of books, maps etc | | 1426 6 . | |
| (13) Cost of Electric Power | | | |
| (14) Contingencies. | | 498 13 8 | |
| Total B. | | 6750 4 2 | |
| C. University Examinations. | | | |
| 1. Fees to Examiners | | | |
| 2. Travelling allowances | | | |
| 3. Purchase of Stationery | | | |
| 4. Printing charges | | | |
| 5. Other items | | | |
| Total C | | | |

Carried over.

| | for the month | Total up to date. |
|---|---|---|
| Brought Forward | 6750 14 2 | |
| D Construction & Repairs | 468 3 4 | |
| E Library | | |
| (1) Establishments | | |
| (2) Travelling allowances | | |
| (3) Purchase of books | | |
| (4) Purchase of furniture | | |
| (5) Subscription to Periodicals | | |
| (6) Contingencies | | |
| Total E. | | |
| Total Expenditure A to E | 7219 1 6 | |
| F Debt and Reserve Heads. | | |
| 1 Advances | 5 8 . | |
| 2 Deposits | | |
| 3 Treasury (Payments into Treasury) | 19079 . . | |
| Total F | 19084 8 . | |
| Total Disbursements | 26303 9 6 | |
| Closing Balance | 180 4 4 | |
| Grand Total | 26484 4 10 | |

Memorandum.
Dated.

Registrar

# Ledger.

| Heads. | Opening Balance Cr | Opening Balance Dr. | Credits | Debits | Closing Balance Cr | Closing Balance Dr. |
|---|---|---|---|---|---|---|
| Revenue Accounts of the University | | | 18,779 . . | 7219 1 6 | 11559 14 6 | |
| Treasury | | | 7405 4 10 | 19079 . . | | 11673 11 2 |
| Deposits | | | 300 . . | | 300 . . | |
| Advances | | | | 5 8 . | | 5 8 . |
| Investments | | | | | | |
| Cash | | | | 180 11 4 | | 180 11 4 |
| Total - | | | 26484 4 10 | 26484 4 10 | 11859 14 6 | 11859 14 6 |

## Opening entries for the nexch monta.

| Head | Cr | Dr. |
|---|---|---|
| Revenue Accounts of the University. | 11559 14 6 | |
| Treasury | | 11673 11 2 |
| Deposits | 300 . . | |
| Advances | | 5 8 . |
| Cash | | 180 11 4 |
| | 11859 14 6 | 11859 14 6 |

(Form 14)

97

# Acquittance Roll of the Vice of the Registrar, Mysore University

(Rule 26)

| Name of Section and of incumbent | Name of Post | Pay, acting Pay, acting and leave or leave allowances allowances held over for claimed for this post. | Fines | Net claim | Deductions. | | | | Total Deductions | Net amount payable | Signature of parties |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Life Insurance | Provident Fund | House building advance | Site value | | | |

Form. 15. Travelling allowance Register
(Copy of Pa bills).

Form 16. Contingent Register
(See Form 10. C.A.C)

Form 17. (Register of Stationery).
(vide Rule 36. of Stationery rules
printed as Appx. E E to the
Treasury Rly Manual).

Register of Recurring Grants — (Form 18 / Rule 35)

99

Authority No. Date

By whom payable

Amount Rs

When due

| Years | Amount | Date of credit | Initials of Registrar | Remarks. |
|---|---|---|---|---|
| | | | | |

Register of Non-recurring Grants

Form no: 19

Rule 35

100

| Authority | | Purpose for which payable | Purpose for which granted | amount | Date of recovery | Date of credit in Dry each or month of adjustt | Initials of Registrar | Remarks. |
|---|---|---|---|---|---|---|---|---|
| No. | Date | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9. |

101 (No: 29)

# Register of Fees for the Registration of Graduates (Annual payments)

(Rule 36)

| Serial No. | Name of graduate | Occupation | Date of Credit of Entrance fees | Date of recovery of annual fees | | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 1916 | 1917 | 1918 | 1919 | 1920 | 1921 | 1922 | Remarks |

Each entry in this register to be attested by the Registrar

(Rs: ~~79~~ 36)

Register of Fees for the Registration of Graduates (Compounded fees) Rs 25/-

| rial to. | Name in | Occupation | Date of recovery | Date of credit | Remarks |
|---|---|---|---|---|---|
| | | | | | |

Register of Sale proceeds of University Publications.
(Rule 37).

| Date | Name of book | No. of copies sold | Rate per copy | amount realized | Date of remittance/ Entry in Cash Book | Remarks |
|---|---|---|---|---|---|---|
| | | | | | | |

(Rule 38) Form 23.

Register showing the receipts, issues and balance of Stock of University Publications.

N.B. Separate pages or sets of pages should be allotted for each publication.

| Date | Opening Balance (No.) | Receipts | | Total | Issues | | Closing Balance | Remarks. |
|---|---|---|---|---|---|---|---|---|
| | | From whom | No. of copies | | To whom | No. of copies | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Register Showing the names of the Candidates registered
for the ..... Examination to be held in ..... 191 .

Mysore University (Form no: 24)

(Rule 39)

| Serial No. | Month & Date of receipt of application | Name of Candidate | Date of payment of fees into Treasury | Name of Treasury | Remarks |
|---|---|---|---|---|---|
| | | | | | |

N.B. At the end of each month, the amount creditable to the University according to this register should be calculated and agreed with the credits acknowledged by the treasury

Form No. 25

# Endowment Register

(Rule – 40)

Date of Receipt of Endowment

Name of Donor

Particulars of endowments (ie Cash. Govt Securities etc)

Amount

Purpose of Endowment

Acct from which from investment and/or spend time thereof –

| Month & date | Receipts | Disbursements | | | Balance | Remarks |
|---|---|---|---|---|---|---|
| | | Voucher No. | Head of account | Amount | | |
| | | | | | | |

Register of Investments

Form No 26
Rule 47

Particulars of Investment with Voucher No.
Amount of Invested.

| Serial No | No of Promote | Date | amount | Serial No. | No of Promote | Date | amount |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

Interest account.

| Years | Rate of Interest | Balance due at the beginning of year | Amount due at end of each half year | Total amount due | Amount received realised | Date of credit | No of item in Cash Book | Initials of Registrar. |
|---|---|---|---|---|---|---|---|---|
| 1916-17 | First half | | | | | | | |
| | 2nd half | | | | | | | |
| 1917-18 | First half | | | | | | | |
| | 2nd half | | | | | | | |
| 1918-19 | First half | | | | | | | |
| | 2nd half | | | | | | | |
| 1919-20 | 1st half | | | | | | | |
| | 2nd half | | | | | | | |
| 1920-21. | 1st half | | | | | | | |
| | 2nd half | | | | | | | |
| 21-22. | | | | | | | | |
| 22-23. | | | | | | | | |
| 23-24. | | | | | | | | |
| 24-25 | | | | | | | | |

Form No 27

# Register of Immovable Property

Rule 42

108

1. Serial No:-
2. Name of Village or Municipal Division in which the property is situated:-
3. Description & boundaries of the property:-
4. If a building, the Municipal No:-
5. No & date of Govt order transferring the property to the University:-
6. Name of Tenant or occupant:-
7. Rental per annum:-

Registrar

Acct of Rent realised from the property

| Years | July | August | September | October | November | December | January | February | March | April | May | June |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1916-17 | | | | | | | | | | | | |
| 17-18 | | | | | | | | | | | | |
| 18-19 | | | | | | | | | | | | |
| 19-20 | | | | | | | | | | | | |
| 20-21 | | | | | | | | | | | | |
| 21-22 | | | | | | | | | | | | |
| 22-23 | | | | | | | | | | | | |
| 23-24 | | | | | | | | | | | | |
| 24-25 | | | | | | | | | | | | |
| 25-26 | | | | | | | | | | | | |

N.B:- (1) In the case of rents, the month of recovery & the No of the Credit item in the Cash Book should be noted against the month concerned

(2) In the case of annual recoveries, the amounts should be noted against the month in which the recovery is made as also the item No of the cash book

# Register of Service Postage Stamps (Form 28)

(Rule 43)

| Date | Opening Balance | Receipts | Total | Issues | Balance | Initials of manager |
|---|---|---|---|---|---|---|
| | | | | | | |

Register of Furniture (Form 29)

(Rule 44)

| Serial No | Date of Receipt | Particulars | Amount | Reference Cash Book Vr no | Remarks |
|---|---|---|---|---|---|
| | | | | | |

Form no. 30. (Register of Reference books).

---

(Same as Form 29.).

Annex no. 32

Schedule of transactions, adjustments and balances of advances for the month of

Form 210 B
Rule 246.

113

| Month from which transaction dates | Authority | Particulars | Balance at debit of miscellaneous advances at the end of last month | Transactions of the month: Debits to miscellaneous advances — Voucher No. | Debits to miscellaneous advances — Amount | Total Columns 5 & 7 | Credits to Miscellaneous advances: Cash | Work done | Clerk | Total of 9, 10 & 11 | Balance at end of month (12) | Difference between columns 8 & 12 | How adjusted or Steps taken to effect adjustment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | | | R a P | | R a P | R a P | R a P | R a P | R a P | R a P | R a P | | |

Form no: 32

# Schedule of receipts, adjustments, and balances of deposits for the month of ——— 114

| Item No. | month from which transaction dates | Particulars. | Balance at credit of depositor at the end of last month | Transactions of the month | | | Balance at credit of depositor at the end of month 6-7 | How adjusted | Voucher no attached |
|---|---|---|---|---|---|---|---|---|---|
| | | | | credits to depositor | Total 4 + 5 | debits to depositor | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

| Numbers | | Estimate for the ensuing year 191- 191 | Revised Estimate for the current year 191- 191 | Sanctioned Estimate for the current year 191- 191 | Accounts of last year 191- 191 |
|---|---|---|---|---|---|
| | Abstract. | | | | |
| 1 | General | | | | |
| 2 | Arts Colleges | | | | |
| 3 | University Examinations | | | | |
| 4 | Construction & repairs | | | | |
| 5 | Library | | | | |
| | Total Expenditure | | | | |

## (3) University Examinations.

| Numbers 1915-16 | Numbers 1916-17 | Details. | Budget Estimates 1916-17 | Revised Estimates 1915-16 | Sanctioned Estimates 1915-16 | Accounts 1914-15 |
|---|---|---|---|---|---|---|
| | | 1. Fees to Examiners | | | | |
| | | 2. Travelling allowances | | | | |
| | | 3. Purchase of Stationery | | | | |
| | | 4. Printing charges | | | | |
| | | 5. Other items | | | | |
| | | Total (B) | | | | |
| | | 4 Construction & Repairs | | | | |
| | | 5. Library | | | | |
| | | 1 Establishment. | | | | |
| Salaries | | | | | | |
| | | 2. Travelling allowances | | | | |
| allowances | | 3. Purchase of books | | | | |
| | | 4 Purchase of furniture | | | | |
| | | 5. Subscription to periodicals. | | | | |
| | | 6. Contingencies. | | | | |
| | | Total 5. Library | | | | |
| | | Total Expenditure | | | | |
| | | closing Balance | | | | |
| | | Grand Total. | | | | |

| Numbers | Abstract. | Estimate for the ensuing year 191-191 | Revised Estimate for the current year 191-191 | Sanctioned Estimate for the current year 191-191 | Accounts of last year 191-191 |
|---|---|---|---|---|---|
| | Abstract. | | | | |
| 1 | General | | | | |
| 2 | Arts Colleges | | | | |
| 3 | University Examinations | | | | |
| 4 | Construction & repairs | | | | |
| 5 | Library | | | | |
| | Total Expenditure. | | | | |

## 1 General

| | Numbers 1915-16 | Numbers 1916-17 | | Estimates for the ensuing year 1916-17 | Revised Estimates for the current year 1915-16 | Sanctioned Estimates 1915-16 | Accounts of past year. 1914-15. |
|---|---|---|---|---|---|---|---|
| Salaries | | 1 | Vice Chancellor (1000) | 12.000 | | | |
| | | | 2 Local allowance (100) | | | | |
| | | 1 | 3. Registrar (500-50-1000) | 12.000 | | | |
| | | | Personal allowance (300) | 3600 | | | |
| | | | 4. Assistant Registrar | | | | |
| Establishment | | | 5. Establishment | | | | |
| | | 1 | manager (150) | 1800 | | | |
| | | 3 | clerks (70), (50), (30) | 1800 | | | |
| | | 2 | Typists 2(30) | 720 | | | |
| | | | Servants :- matchi (15) | | | | |
| | | 11 | Jamadar (16) Duffedar (12) | | | | |
| | | | peon 8(8-10) | 1380 | | | |
| Allowances. | | | 6. Travelling allowance to officers + Estb | | | | |
| | | | 7. Travelling allowance to member of boards | | | | |
| | | | 8. Publication Bureau | | | | |
| | | | 9 Extension ward | | | | |
| | | | 10. Purchase of Stationary | | | | |
| | | | 11 Printing charges | | | | |
| | | | 12. Purchase of furniture | | | | |
| | | | 13. Purchase of books | | | | |
| | | | 14. Prizes, medals + other rewards | | | | |
| | | | 15. Contingencies. | | | | |
| | | | Postage + Telephone charges | | | | |
| | | | Repairs to furniture | | | | |
| | | | cleaning charges | | | | |
| | | | office Expenses + misc. | | | | |
| | | | Total 1 General. | 190000 | | | |

## 2 Arts Colleges.

| Numbers 1915-16 | Numbers 1916-17 | Details. | Budget Estimate 1916 |
|---|---|---|---|
| | | 1. Professors + Asstt. Professors | |
| Salaries 12 | 12 | Professors 6(500-50-1000) 6(400-50-700) | 103200 |
| | | Principals' allowance 2(200) | 4800 |
| 12 | 13 | Asstt. Professors 3(350) 6(200-20-300) | |
| | | 4(175) | 40200 |
| 1 | 2 | Allowance for teaching logic in intermediate classes (50), (30) | 960 |
| | | 2. Exchange on Europe Family remittance | 900 |
| 6 | 6 | 3. Demonstrators 2(150), 4(75-10-125) | 9240 |
| 2 | 2 | Additional lecturers for the Maharaja's College (150) (75-10-125) | 3300 |
| | | 4. Temporary Staff | |
| 1 | 1 | Additional asstt. Professor (175) | 2100 |
| 4 | 4 | Asstt masters (150) 2(75-10-125) (50). | 4440 |
| 3 | 3 | Demonstrators 3(70) | 2520 |
| | | Total 2 Arts Colleges. | |

Annexure-

(Rule. 48)

Form No. 33

University of Mysore

Budget Estimates.

Budget Estimates of the University of.

| Items. | Estimate for the ensuing year 191- 191 | Revised Estimate for the current year 191-191 | Sanctioned Estimate for the current year 191- 191 | Accounts of last year 191- 191 |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| Receipts. | | | | |
| I Grants from Government | | | | |
| (a) Recurring | | | | |
| (b) Non recurring | | | | |
| II Grants from Local or other Private bodies. | | | | |
| (a) Recurring | | | | |
| (b) Non-recurring | | | | |
| III Examination fees | | | | |
| IV College fees | | | | |
| V Registration fees | | | | |
| VI Sale proceeds of University publications. | | | | |
| VII Interest on Investments | | | | |
| VIII Other receipts - | | | | |
| Total Receipts | | | | |
| Opening Balance | | | | |
| Grand Total | | | | |

(No 364)
Para 669.

# Register of Remuneration to Examiners for the year 191 - 19

..... Examination.

| Serial No. | Name of Examiner | Subject | Amount for selling the papers | For Correcting papers | | | Total of Col 4 & 7 | Date of payment & Vr no. in Cash Book | Remarks. |
|---|---|---|---|---|---|---|---|---|---|
| | | | | No. of papers Corrected | Rate | Total | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Form 35

# Scholarship Register

| Authority | Serial No. | Names of Scholars | Amount of Scholarship | Deduction on account of Fines, &c. | Net amount payable | Signature of Scholar |
|---|---|---|---|---|---|---|
| | | | | | | |

12/ (Form 36)

Register of Reading Room & Sports Collections Class. for

— — — — — — — Class.

| Serial No. | Name of Student | Amount | Date of recovery | No. of item in Cash Book | Remarks |
|---|---|---|---|---|---|
| | | | | | |

(Form 3)

# Register of Library and Prize Books

19

| Month & Date | Serial No. | Name of Book | No. of Copies | Rate per Copy | Amount — Library | Amount — Prize Books | Serial no. in the Library Catalogue | Date of payment of Bill |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

Form 38

# Register of apparatus

| Month & date | Serial No. | Particulars | Cost | Serial No. in the Laboratory Register | Date of payment | Remarks. |
|---|---|---|---|---|---|---|
| | | | | | | |

G. R. S. 26]

124

Edn File No. 12-16.

Serial No.

*Diary No. of letter replied to* .....

No. 5-4.

General and Revenue Secretariat

( )

, *the* 191 .

**To**

The Registrar of the Mysore University, Mysore

Date of issue 13-10-16.

Signed by Dr. K. Subba Rao

Sir,

I am directed to state that the Govt. have noted that the draft rules & forms for regulating the accounts of the University when constituted by them, have been forwarded by you for approval & that modifications if any, as the question is pending, a long time. I am to write

for Registrar Mysore the Secretary of the University Council.

*over.*

**SUBJECT.**

GRC. 13/10

You will recollect this office Memo
No 769/Cdr 12-16 10 of 22/7/1916 on
the subject & to request that I may be informed
when a reply may be expected.

I have the

VS 12/10

Secy. C.R.A.

Docus. Dte. 55. Dt 13-10-1916

Copy of the above is forwarded to
the Comptr. Hyderabad for information.

Secy C.R.A.

*List of enclosures*

*Copied by*

*Examined by*

GPH—20,000—10-10-14

126

No. 945

GEN. & REL. 58-16

20 OCT 1916

OFFICE OF THE REGISTRAR,
MYSORE UNIVERSITY,

*Dated Mysore,* 19th October 1916

DIARY No. 1879

19-10
SECTION Edn
FILE No. 12-16
SERIAL No. 1

FROM

THOS. DENHAM, ESQ., M.A.,
*Registrar, Mysore University,*
*Mysore.*

To

P.G. D'Souza, Esq., B.A., B.L.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Departments of Education & Agriculture,
B A N G A L O R E.

Sir,

With reference to your letter No.54/Edn.12-16 dated camp Mysore 13th October 1916 regarding the draft rules and forms for regulating the accounts of the University, I have the honour to state that the matter will be placed before the University Council at their meeting to be held on the 16th proximo and that their opinion will be communicated to you shortly.

I have the honour to be,
Sir,
Your most obedient servant,

Thos Denham

REGISTRAR.

KRI.

127

G. R. S. 26]

File No. 12-16

Serial No.

*Diary No. of letter replied to* .....

No. 4400

General and Revenue Secretariat
( Edn. )
, *the* 191 .

To The Regr. of the Mysore Univ.

Sir,

I am directed to invite your attention to this office letter no. C. 54 & 13.10.16 and to your reply no. 945 & 19.10.16 regarding the draft rules, forms, etc. for the accounts of the University, and to request that the communication promised in your letter may be sent up very early.

I have etc

Sec

for Secy. Edn.

Date of issue 9th Dec. 1916.

Signed by Y. Narasingha Rao

SUBJECT.

128

GBPM—500—19-12-16.

No. 2535 Edn. file. 5-8-16

Office of the Mysore University,

Dated Mysore, 26th January 1917.

26 JAN 1917

From

THOS. DENHAM, Esq., M.A.,
*Registrar, Mysore University,*
*Mysore.*

DIARY No. 3851.

19-19
SECTION Edn
FILE No. 12-16
SERIAL No. 93

To

P.G. D'Souza, Esq., B.A., B.L.,,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Departments of Education & Agriculture,
Bangalore.

Sir,

With reference to correspondence ending with your letter No. 4400/Edn.12-16 dated the 9th December 1916 in regard to the draft rules &c. for the accounts of the University, I am directed to state that the forms &c. drawn up by the Comptroller to Government were considered at the meeting of the University Council held on the 20th instant after having been circulated to the members for remarks and suggestions, when it was resolved that the rules and forms slightly amended in the light of remarks made by the Registrar, the Financial Secretary and the Vice-Chancellor might be adopted with the modification that there should be only one disbursing officer to operate upon the University Fund viz., the Registrar of the University.

A statement showing the remarks made by the various officers and the suggestions of the Comptroller in regard to each of them is enclosed for reference.

I am to add that separate rules defining the financial

powers of the several authorities of the University will be framed and submitted to Government for approval in due course.

The draft rules and forms &c. prepared by the Comptroller are herewith returned. I am to suggest that these rules when approved by Government may be taken as rules passed by the University Council under Section 23 of the Regulation.

I have the honour to be,

Sir,

Your most obedient servant,

Registrar.

LDO.

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

# Accounts

## of the

# UNIVERSITY OF MYSORE.

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

## ACCOUNTS OF THE UNIVERSITY OF MYSORE.

All receipts to be remitted to Treasury.

1. All moneys received on account of the University should be remitted to the Treasury for credit to the head "Mysore University Fund"

Funds for expenditure to be drawn from the Treasury.

2. All amounts for expenditure on account of the University should be obtained by cheques on the treasury drawn against letters credit issued by the Comptroller.

Treasury Pass Book.

3. All payments made by treasuries again. letters of credit will be entered by the treasury in a book (Form No. 2) and a copy of it called "Pass Book" in Form No. 1 will also be written up by the treasury thrice a month. The Pass Book will be kept by the Disburser and sent to the treasury periodically for being written up and returned to him.

Drawing Accounts.

4. Forecasts of amounts required every quarter for expenditure on the two constituent colleges and the University Office, Staff &c., should be made and credits obtained at the Mysore and Bangalore District Treasuries on application to the Comptroller. There will be three Disbursers, namely, the Principals of the two colleges, and the Registrar, and quarterly credits for each of these officers should be separately applied for. The Principals of the two colleges should report their requirements (in form 3) to the Registrar by the 15th of the month preceding the quarter and the Registrar should apply (in form 4) to the Comptroller for

139

Extract from the Proceedings of the 413th Meeting of the Council of His Highness the Maharaja, held at Bangalore, on the 22nd March 1917.

7

---

12. SUBJECT.-(Outside the Schedule)

Representation of Mr. T. Venkata Rao, Tutor to the third Maharaja Kumari's children regarding his promotion in the Education Department.

OPINION OF THE COUNCIL.

Under the circumstances brought to notice the Inspector General of Education's recommendation to appoint him to a special grade on Rs.100-10-150 may be approved. His pay may be Rs.130 per mensem from the 1st January 1918.

"EXTRACT"

D. M. Narasimha Rao 22/3

Secretary to Government,
General Department.

WD—156—GPB—1,000—19-7-16.

133

G. R. S. 12]

8

General and Revenue Secretariat. | File No. of 191 .

Serial No.

Extract from the Proceedings of the Council is put up.

Forwarded with compliments to the Secretary to Government, Departments of Education & Agriculture for favour of necessary further action.

By Order

D. M. Narayana Rao 27/3

*Secretary to Government,*
*General Department,*

To Fuel Ley

26/3/ D.M. 26/3

Please put up
a D.S.N

23/3

D.S.N. put up
accordingly
D.M.
26/3

NOTE—Contn. sheet.

W D 2382—GPB—500—20-3-16

9

G.R.S. III—3]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

7 L. No. 2211—16.

Subsd. with a D.S.N.

Br. II has to be consulted regarding the creation of a new grade etc. (vide marginal notes)

SR. 26.3.17.

To be subd to H: Keep D.M.

Subd (Mr. Fleury). 31.3.1917.

Sanction—

VI

Please put up a clean draft before noting above

clean D.S.N. put up.

SR. 10.4.17.

With D.S.N

D.M. 11/4/17

5900 12.4.17

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

135

# Submitted to His Highness.

The services of Mr. T. Venkata Rao, Head Master, Deaf and Dumb School, Mysore, were placed at the disposal of the Palace in November 1913. On his representation that he was superseded recently in the Education Department in connection with the filling up of the appointments of Assistant Inspectors on Rs.150, the Inspector General of Education who was consulted in the matter, has recommended that a special grade of Rs.100-10-150 may be sanctioned for him, Mr.Venkata Rao's present pay being Rs.125 from 1st January 1917 in the grade 75-10-125.

Page 7 of office Notes

The resolution of the Council to appoint Mr.Venkata Rao in the special grade of Rs.100-10-150 and to start him on Rs.130 from 1st January 1918, may be approved.

M. Krishnaraja

19th Apr 1917.

136

Record of Cases submitted for the Orders of His Highness the Maharaja.

## *Subject.*

Proposal to sanction a special grade of Rs.100-10-150 to Mr.T. Venkata Rao, Head Master, Deaf and Dumb School, on deputation to Palace and to start him on Rs.130 from 1st January 1918.

1048

With D.O.No. 285 S 29/30.4.17

## *Order.*

~~K.R.W.~~

27/4/17

Lushy E & A

Please bring up at the next meeting for Council.

3.5.17

C.S

4/5

(40)

137.

Subject.-

Further representation from Mr. T. Venkata Rao, Tutor to the children of the third Maharajakumari, praying that he may be given the maximum pay in the grade of Rs.100-10-150.

OPINION OF THE COUNCIL.

G. R. S. 11] 1916-17

138

GENERAL AND REVENUE SECRETARIAT.

( ESR )

NOTES.

File No.

FILE HEADING.

Proposals of Mr. T. Kuncatadas, Specialist Deaf & Dumb Institute, now Trustee to H. Maharaja's Kumaris' Children Mysore.

From

| No. | Dated | Received |
|---|---|---|
| Diary No. | Enclos. | Spare Copies. | Serial No. |

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

G.R.S. 13]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D. No. 1213 —.

From the Private Secretary to H. H. No-945 Dt 30.8.16.

Forwards for disposal application Dt. 21st Aug. 1916, from Mr. T. Venkata Rao, Interpreter to the Sts H. the Dhiwan Maharaja Kumars' Children stating that in Inspection of his claim his pension has been given over & the appointment in the grade of Rs150/— recently sanctioned by Govt and praying that in consideration of his long service & educational qualifications he may be given promotion that is legitimately due to him —

Submitted with a draft for a reply

4.9.16.

*N.B.*—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

G. R. S. 12] 213 213 140

General and Revenue Secretariat. | File No. 1 2 of 191 6.

Serial No.

(No. 2 ... Bo. E on 11/9)

Edn. file 3275 (120, 187 & 188) is put up for refee.

3. The reasons given by the D. G. E. for allowing Mr. Venkata Rao's claims to be superseded have been tacitly accepted in that file.

4 Draft may be approved. Mere in no specific allegation against the applicants in the enclosed file

13/9

5 Issue orders

15/9 15/9

6 To the Principal Collector of Customs No 2288 of 15/9/16.

Forwards the memorial for report.

8 From the Dewan No. 5389/3639 2/11/16. Sta (6) Mr. Venkata Rao—

NOTE—Contn. sheet.

GPB—70,000—17-12-15

3 14)

G. R. S. 12]

General and Revenue Secretariat.

File No. 13 of 191 b.

Serial No.

is not well qualified for this Depn. work. I think as he is a Deaf & Dumb Specialist a special grade of Rs 100-10-150 may be sanctioned for him

6 Branch II. Let the Committee in case any special grade is to be created

Mr. Venkata Rau possesses not only the general qualifications possessed by his coordinate officers in the dept but also has something special — over and above. There is nothing said against the quality of work done by him If his services are necessary for the Deaf & Dumb School, either a special grade will have to be created, giving him no less than what his junior is getting, or, he will have to be reverted to the general line to take his chance. — The grade proposed does not appear to meet the case. — At least, that will have to be sanct?

Secy)

6/11

? What grade is he paid now at present?

8/11/16

NOTE—Contn. sheet.

GPB—70,000—17-12-15

2201

G. R. S. 12]

General and Revenue Secretariat. | Edn. File No. 13 of 1916.

Serial No.

7

Submd.

1) Please see G.O. no. 11688-907 Edn: 11-3-06-4 & 11.6.1907, ~~was~~ putup.

11) The additional cost in question has to be met from State funds.

8/11. 12/11/16 In other words, the grant to the 11.11.16 School will have to be proportionately increased, if any increments given to the teaching staff

Secy) 14/11

13) Apparently the I.G.E does not consider Mr. Venkata Rao B.A fit for the higher appointments & the less particular as the Inspectorship - So he cannot have a Special Allowance There would be no justification to sanction an increase of pay for work in the Deaf and Dumb School which he is not doing at present - But if for the work he is doing as Tutor in the Palace a higher salary is considered appropriate there is no objection to pay it leaving the question of salary & to be paid to him as a Deaf and Dumb Specialist for consideration on his

Consular will consult him at once Sd. 15/11/16 Secy 15/11

NOTE—Contn. sheet.

GPB—70,000—17-12-15

General and Revenue Secretariat. | File No. 13 of 1916.

Serial No.

reversion

Dewan Chd
Fin Secy Exn

Fin 16/11/16 WW 16/11

14 I agree with Secy E & A.
M 2/12

15 Please put up a draft
A 4/12 WW 4/12

16 Submd. with draft.
~~Before this order with knowledge of effect of admitting Mr. Venkata Reddy's claim to higher pay and denying it at the same time because he of his doing only elsewhere.~~
8/12 WW 6/12/16
6.12.16

17 For approval
Secy) WW 6/12

18 Please put the papers in the shape of a letter
A 8/12 WW 8/12

19 Submd. with a draft letter
8/12 WW 11/12/16
11.12.16.

20 For approval
Secy) WW 11/12

21 The Hon'ble Secy may kindly record the order endorsing it to Secy Fin for
Fin 12/12 WW 12/12 Secy)

23 Please put up a clean draft
A 15/12 P.M. 16.12.16

NOTE—Contd. sheet

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat. | Esre File No. 13 of 1916.

Serial No. 24

clean draft put up.

8/12 20/12/16 16/12/16 sec?)

25 Draft put up
P. M.
18.12.16

Please resubmit with a copy of Mr. T. Chetty's d/o
for
20/12/16
P. M.
20.12.16

26 Reference is invited to a d.o letter since received from Mr. Thumboo Chetty on the case - The matter may be considered at a meeting of Council

for
20/12/16
P. M.
20.12.16

A copy of the d.o. referred to is put up.
8/12
20/12/16

3560
21.12.16

27 Please bring up at a meeting with the brief note required in Mr. T. Thumbu Chetty's letter.

20.12.16

To Pendlebury - A note is attached as required

for
11/1.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

145

Next
sposal at a meeting)

No. C. 101/2/17

5-2-1917

# GENERAL AND REVENUE SECRETARIAT.

**Council Matter.**

## SUBJECT.

(Clause v of the Schedule).

Representation of Mr. T. Venkata Rao, Tutor to the Third Maharaja Kumari's children, regarding his promotion in the Education Department

## CIRCULATED TO THE MEMBERS OF COUNCIL.

(Recirculated for perusal of Cater correspondence)
4.5.17 as per orders of Dewan d. 3.5.17

By Order,

D. Narasimha Rao

Secretary to Government.

2nd February 1917.

---

**Extraordinary Member of Council.**

1785/9.2 2985/7.5.

**First Member of Council.** 12/2 8/5

**Second Member of Council.** 6.2 5/5

114 5-2-17 5.5.17

WD 2012—GPB—1 000—9-2-16

146.

Extract from the Proceedings of the ...617th/... Meeting of the Council of His Highness the Maharaja, held at ...Bangalore... on the ...14th... May ...19 17.

---

3. Subject.-Clause v of the Schedule.

Further representation of Mr. T.Venkata Rao, Tutor to the Children of the Third Maharajakumari, praying that he may be given the maximum pay in the grade of Rs.100-10-150.

OPINION OF THE COUNCIL.

As a special case, Mr. T. Venkata Rao may be given the maximum pay (Rs.150) of the grade recently recommended on his behalf.

(Sd.) M.Visvesvaraya,
Dewan of Mysore.

"EXTRACT"

D. M. Narayana Rao
Secretary to Government,
General Department.

WD—156—GPB—1,000—19-7-16.

CONFIDENTIAL.

197

G. R. S. 12]

General and Revenue Secretariat. | File No. of 191

Serial No.

Extract from the Proceedings of the Council is put up.

Forwarded with compliments to the Secretary to Government, Department of Education & Agriculture, for favour of necessary further action.

By Order

D. M. Narasimha Rao 11/5

*Secretary to Government,*
*General Department.*

To Fuel Cey
&
11/5/17

I acquiesce
18
for H Secy
12.5.1917.

H 4.0 2640

NOTE—Contn. sheet.

W D 2382—GPB—500—20-3-16

148

G. R. S. 12]

| General and Revenue Secretariat. | File No. | of 191 . |
|---|---|---|
| Serial No. | | |

Secy: D.O & Mr. Campbell and a draft order. Sanct? the recm? of the DC YRs are sub? for appr? orders.

RL
14/5/17

With a draft of P.S. to H.C.

6804
26.5.17

Done

B
13/5/17.

NOTE—Contn. sheet.

GPB—70,000— 17-12-15

Fern Hill
Nilgiris 149
24th May 17

D. O. No. 4942/Exam/14

My dear sir,

With reference to your D. O. letter No. 385 dated the 30th April 1917 regarding the further representation received from Mr. T. Venkata Rao, Head Master, Deaf and Bumb School on deputation to the Palace, ~~to be given~~ asking for the maximum pay of the grade Rs. 100-10-150, I write to state that the matter was further considered ~~considered~~ in Council who have no objection to the grant of the - - maximum pay of the grade. Orders will issue accordingly after receipt of His Highness' sanction.

Yours sincerely,

23.5.17

13(5)7.1

R.H. Campbell, Esq., I.C.S., C.I.E.

Jr 4503
150

to No. 3014
Will come file

The Palace,

Mysore, 29th May 1917.
30

My dear Sir,

In returning herewith the file of papers relating to the promotion of Mr.T.Venkata Rao, Tutor to the Third Maharaja Kumari's Children, forwarded with your D.O.letter No.4942 dated the 24th Instant, I am directed to point out that, in his Memorial dated 30th March 1917 which was forwarded to you with my D.O.letter No.285 dated the 29th/30th April 1917, Mr.Venkata Rao prayed that the maximum pay of Rs.150/- in the grade proposed for him may kindly be given to him from the date from which his juniors were given the same pay but the Council Resolution of 10th May last is silent as to the date from which effect is to be given to the promotion proposed. I am therefore to request you to kindly let me know whether there is any objection to the promotion being given effect to from the date referred to above as it seems only right that the juniors of Mr.Venkata Rao should not be made to supersede him for no fault of his.

Put up herewith
C&R

Yours sincerely,

Issued
31.5.17 do

Sir M.Visvesvaraya, K.C.I.E.,

Dewan of Mysore,

Bangalore.

15

Fin Secy)

Secy
1/6

Edn Secy for favour of early action

M
2/6

Recd 3/6/17

The matter ~~be~~ the ~~Kindly~~ dealt with by the Fin Secy as officiating his opinion is in that capacity required. It is only a question whether in view of the fact that his juniors have got higher pay Mr. Venkata Rao deserves further concession. Strictly speaking, as we have decided to a certain extent conceded his right for a higher grade it would be but fair to comply with his request in full

M
3/6/17

Who are the juniors, from what date they have have got the same pay & whether Venkata Rao should get Rs 150 from an earlier date are facts for Branch VI to find out. The Fin. Deptt have nothing to say in the subject because no extra cost to Govt is involved and it is only a matter of relative position bet. Venkata Rao & some other Upnis which will benefit V. Rao when he reverts to the general line.

M
11/6/17

EM
12/6

1

Offr

WD 1283—GPB—60,000—1-12-16—S.

152

19

G. R. S. III-2]

General and Revenue Secretariat. | Edn. File No. 13 of 1916.

Serial No.

The gradation lists of the Edn: Deptt. for 30th June 1916 have not yet been received.

Submd. with a Dft. to the D.P.I.

8/6 12.6.17

Please issue as above.

D.M. 13/6

Issued 13/6.

Please put up as early statement as it is meanwhile out of office record

D.M. 13/6

Ep 13/6/16

To the D.P.I. & do. 10139 dt. 13.6.17
do. 10246 dt. 16.6.17

Calls for a Statement of Officers who have superseded Mr. T. Venkata Rao with info. showing their present position.

177 From the same Officer. 3167/1196 dt. 19.6.17 recd. 21.6.17

Submits a statement as called for.

It will be seen from the statement that six Officers have superseded Mr. Venkata Rao; and some of them are getting Rs. 200-20-300 ~~Submd for orders~~; Rs. 175.

The D.P.I. is of opinion that even if Mr. Venkata Rao had remained in the Deaf & Dumb School without being deputed to Palace he would have been

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

20

G. R. S. III-2]

General and Revenue Secretariat. | Edn. File No. 13 of 1916.

Serial No.

superseded all the same as he is not fit and qualified for any of the posts to which the Officers refd. to in the Stt. have since been posted.

Submd. for orders.

D.M. 22/6

21.6.17

Secy

Having regard to what is stated by the I. G. E. the increase pay cannot have retrospective effect

22/6/17

Director Genl Civil Secy Edn

D.M. 22/6

4.7.17

Agree—

3/7

3/7 D.M. 4/7

I concur—Please put up a draft accordingly—

16.7.17

17 D.M. 11/7

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

154

G. R. S. III-2]

21

General and Revenue Secretariat. | Egn. File No. 13 of 1916.

| Serial No. | |
|---|---|
| | Subm^d. with a draft reply to the pte. Secy. to H.H. |
| | 8/7. 11.7.17. |
| | Please put up a clean draft |
| | 11/7/17 D.M. 12/7 |
| | Subm^d. with a clean draft. |
| | 8/7. 12.7.17 Secy. D.M. 12/7 |
| 321 14-7-17 | Seen 14/7/17 |

NOTE—Contn. sheet.

WD 1288—GPB—60,000—1-12-16—S.

156

G. R. S. III-2].

2 4629

155

THE PALACE,
MYSORE.

21st July 1917.

Do No 15
Encl one file
Secretary & HA
23.7.17.

My dear Sir,

In returning the file of papers forwarded with your D.O.letter No.5033 dated the 17th Instant, I am directed to say that, in the circumstances explained therein, His Highness approves of your proposal to give the maximum pay of the grade 100-10-150 to Mr. T. Venkata Rao, Tutor to the Third Maharaja Kumari's Children, Mysore, from the date of the Council Resolution, namely 10th May 1917.

Put up herewith

Yours sincerely,

R H Campbell

Sir M. Visvesvaraya, K.C.I.E.,
Dewan of Mysore,
Bangalore.

NOTE—Contn. sheet.

WD 1288—GPB—60,000—1-12-16—S.

156

G. R. S. III-2].

General and Revenue Secretariat. | Edn File No. 103 of 1916.

Serial No.

Submd. with a draft.

8/7.
24.7.17.

Draft approved
D. M.
25/7

Accepted

AS 25/7

M 30/7
30/7 Issued & Circulated
D. M.
30/7

H. No. 393-17.
Dy. M.

The Financial Secy. has acquiesced in the Council's decision Draft and fair, communicating, are subd. for orders.

7/8.

7/8

Communicated
mi. 8/8

NOTE—Contn. sheet.

D.O.No.285
With one petition

D. O. No. 7r4434
157

Fern Hill,
Nilgiris.

29th April 1917.
30

My dear Sir,

With reference to file No.6317 dated 19th April 1917, I am directed to send herewith the memorial received from Mr.T.VenkataRao,Head Master, Deaf and Dumb School on deputation to the Palace and to request you to very kindly let me have your opinion if it is not possible to give him the maximum pay of the grade as the case seems to be a hard one.

Yours sincerely,

R Ramachandra Iyer

Sir M,Visvesvaraya K.C.I.E.,
Dewan of Mysore,
Bangalore.

To

Mirza M. Ismail Esq., B.A.,
Huzur Secretary,
to His Highness the Maharaja of Mysore,
M y s o r e.

Sir,

I am sorry I have to trouble you once again in regard to my personal affair. When I submitted a memorial to you on 21st August 1916 and brought to your kind notice that I had been superseded by two of my juniors in the Education Department who were given a pay of Rs.150/- when I was in receipt of a pay of Rs. 115/-, you were good enough to assure me that you would interest yourself in my behalf and see that justice is done to me. But I now understand that the Inspector General of Education has proposed that I may be placed in the grade of Rs.100-10-150 and started on Rs.130/- with effect from the 1st January of next year. This would mean that I should wait for another nine months to get a promotion of Rs.5/- to my pay and nearly three years to reach the maximum of Rs. 150/- which my juniors got nearly a year ago. I am at a loss to know why such an invidious distinction has been made between my juniors and myself in spite of the fact that my service in the Palace as well as in the Education Department has always been of an approved character and as far as I remember I have never given room for complaint at any time. If any difficulty is felt in giving a higher grade to me as Head Master of the Institution for the Deaf and Blind on which I am permanently borne, I beg that I may be given a suitable grade in the general line not inferior to that given to my juniors and I may be seconded there as long as my

To

Mirza M. Ismail Esq., B.A.,

Huzur Secretary,

to His Highness the Maharaja of Mysore,

M y s o r e.

Sir,

I am sorry I have to trouble you once again in regard to my personal affair. When I submitted a memorial to you on 21st August 1916 and brought to your kind notice that I had been superseded by two of my juniors in the Education Department who were given a pay of Rs.150/- when I was in receipt of a pay of Rs. 115/-, you were good enough to assure me that you would interest yourself in my behalf and see that justice is done to me. But I now understand that the Inspector General of Education has proposed that I may be placed in the grade of Rs.100-10-150 and started on Rs.130/- with effect from the 1st January of next year. This would mean that I should wait for another nine months to get a promotion of Rs.5/- to my pay and nearly three years to reach the maximum of Rs. 150/- which my juniors got nearly a year ago. I am at a loss to know why such an invidious distinction has been made between my juniors and myself in spite of the fact that my service in the Palace as well as in the Education Department has always been of an approved character and as far as I remember I have never given room for complaint at any time. If any difficulty is felt in giving a higher grade to me as Head Master of the Institution for the Deaf and Blind on which I am permanently borne, I beg that I may be given a suitable grade in the general line not inferior to that given to my juniors and I may be seconded there as long as my

services are required for the said Institution. If this is not feasible immediately owing to want of vacancies, I beg that I may at least be given the maximum pay of Rs.150/- in the grade now proposed for me from the date from which my juniors were given the same pay so that I may have the satisfaction of feeling that my hard work in the Palace has not been ignored. Hoping that you will be pleased to interest yourself in my case and see that justice is done to me,

I beg to remain,

Sir,

Your most obedient servant,

T. Venkata Rao,
Tutor to Third
Maharajakumari's Children.

Mysore,

30th March 1917.

BEL. & REV. SECTT.
2 SEP 1916

160

OFFICE OF THE PRIVATE SECRETARY
TO HIS HIGHNESS THE MAHARAJA OF MYSORE,

No. 945 Bangalore. 30 8 1916

Pol. Cutting

DIARY No. 1213
13-16
SECTION Edn
FILE No. 13-16
CASE No. 45

Petition as shown below, to His Highness the Maharaja is transferred to the Secretary to the Government of His Highness the Maharaja of Mysore, Education & Agricultural Department, Bangalore, for disposal.

No. 265 of 16-17

By Order,

*for Private Secretary*
*to His Highness the Maharaja of Mysore.*

GBPM—500—3-2-1

16

To

T. Thumboo Chetty, Esq., B.A.,
Ag. Huzur Secretary to His Highness
the Maharaja of Mysore,
B a n g a l o r e.

Sir,

I learn that a couple of appointments in the grade of Rs.150/- in the Educational Department have been recently sanctioned and that one of these is given to an officer in the Department who is admittedly a junior of mine. I do not know why my claims for promotion have been overlooked in this connection; but I am afraid it may be, because I am not readily available for work in the Department proper, as my services have been lent to the Palace for the past four years. I, therefore, beg to approach you with a request that you may be so good as to see that my good work in the Palace is not allowed to go unrecognized.

I was taken on to the Palace service under Government Order No.1877-80/Edn.77-12-1 dated the 28th August 1912 in which it was specifically ruled that the service rendered in the Palace would count towards increments accruing in the Government Educational Department. Eversince my advent to the Palace service, I have spared no pains to satisfactorily discharge the onerous duties entrusted to me; and the very fact that my services are being extended year by year is a proof positive that my services have been appreciated. It would indeed be an unmerited hardship, if, in spite of all my good work in the Palace, I should be made to suffer in regard to promotion in the Educational Department.

I had a bright school and college career and took my Degree with credit, so long ago as 1897. My experience in the Educational line itself has been long and varied - covering a period of nearly 18 years.

Although I am a specialist in the methods of teaching deaf-mutes and the blind, I have rendered 5 years' - satisfactory service as the second Assistant Master in the Marimallappa's High School, and on that account have been equally qualified like any other officer in the Department for being taken on to the Inspectorate. If, however, the educational authorities want to confine me to the line in which I have specialised myself, I beg that they may kindly be asked to extend the same grade and treatment that they accord to officers of equal rank with me. It may not be out of place here to state that even the Government of - - India have very recently thought it fit to recommend special encouragement being shown for the teaching of deaf-mutes and the blind. I beg to enclose an extract from the "Daily - Post" in this connection.

In conclusion, I beg that you may be pleased to address the educational authorities with a view to my being given the promotion that is legitimately due to me, without being unjustly superseded by my juniors.

I beg to remain,

Sir,

Your most obedient servant,

T. Venkata Rao,

Tutor to
H.H. the Third Maharaja-
kumari's children.

No. 24.

21st August 1916,

The Palace, Bangalore.

THE DAILY POST.
AUGUST 10. 1916.

## Education of the Blind, Deaf and Dumb.

### Need for Better Provision.

The Government of India, Education Department, have issued the following circular letter:—It has been brought to the notice of the Government of India that the arrangements for the education of the blind and the deaf and dumb in India are at present on an inadequate scale. There were, according to the last census, 41,558 children between the ages of 5 and 15 who were blind and 58,834 who were deaf and dumb, and for these there are in the whole of British India some 18 schools only, which provide instruction for something like 500 children. In the present state of general education it is impossible to deal with the problem in any complete manner, but it is believed that with the assistance of Government more might be done than at present to encourage and improve the education of defective children. The existing arrangements for this class of education are described in chapter 18 of the last quinquennial review of education in India, to which a reference is invited, and there are various steps which have from time to time been suggested for the improvement of these arrangements. It has, for instance, been proposed that public attention should be drawn to the education of defectives by including references to them in school-books and by exhibitions of the work done by them, that the Braille system should be applied to the Indian vernaculars; that agencies should be formed for providing industrial work for defectives after leaving school, and so forth. As regards the schools themselves it has been proposed that their organisation should be improved, that there should be greater uniformity in the syllabus adopted, that physical training should not be neglected, and that the education supplied should aim at a proper combination of general and industrial training. The Government of India desire to commend these suggestions for the consideration of Local Governments and for such support from local resources as may be possible when normal financial conditions are restored. While not precluding the institution of Government schools where this is thought advisable, they consider that schools for defectives are a form of effort peculiarly suitable for charitable agencies of a private character, and that the support of Government should ordinarily take the form of assistance to private or board schools. The Government of India are, at the same time, satisfied that until properly trained teachers are available, anything in the shape of substantial progress is unlikely, and they would suggest that in cases where Local Governments find openings for the expansion of this class of education they should ascertain where teachers can suitably be taught in India or in England, and give such assistance as is possible for the training of a limited number of special teachers.

164

Edn. 15]

OFFICE OF INSPECTOR-GENERAL OF EDUCATION IN MYSORE

No. 9387 / 363

*Bangalore, 30th October 191 6.*

DIARY No. 22.01

19-19
SECTION Edn
FILE No. 13-16
SERIAL No. 84

*From*

Rao Bahadur
M. SHAMA RAO, Esq., M.A.,
*Inspector-General of Education in Mysore.*

*To*

P.G. D'Souza, Esq., B.A., B.L.,
*Secretary to the Govt. of H. H. the Maharaja of Mysore,*
Education and Agriculture *Departments*.

SIR,

With reference to your Office Memorandum No.2268/Edn.13-16-46 dated 15th September 1916 forwarding a petition from Mr. T. Venkata Rao, B.A., Tutor to Her Highness the Third Maharaja Kumari's children, stating that his junior has been given the grade of Rs.150 in supersession of his claims and praying that he may be given the promotion that is legitimately due to him, and requesting the favour of a report in the matter, I have the honour to inform you that the appointment, viz., that of the Assistant Inspector of the Mysore City Range and Attendance Officer, Mysore City, in grade Rs.150 given to Mr. P.Anantha-subba Rao is a special one in the Inspection line for which post Mr.T. Venkata Rao is not qualified. He is a specialist as a Deaf and Dumb teacher and it is desirable that a special grade of Rs.100-10-150 should be sanctioned for him. In the general tutorial and Inspection branches his services will not be of much value. The petition with its enclosure is herewith returned.

I have the honour to be,

Sir,

Your most obedient servant,

M. Shama Rao

Inspector General.

W D—0713—GPB—3,000—8-8-16

TNR.

165

G. R. S. 26]

Edn File No. 13-1
Serial No. 46

*Diary No. of letter replied to* .....

~~No.~~ 2268/Edn 1

General and Revenue Secretariat
( )
, *the* 191 .

~~To~~

Memo.

Date of issue 15-9-16.

Signed by Mr. K Subba Rao

The accompanying ~~petition~~ application dt 21st Aug 191 (to be returned) kindly from Mr. V. Venkata Rao, Instr to H. H. the Third Maharaja Kumaris Children stating that in supersession of his claims his services has been given the appointments in the Grade of Rs 150/- Recently sanctioned by Govt and praying that he be considered

over.

SUBJECT.

15/9

I his long service & Educational qualifications he may be given the promotion that is legitimately due to him. I forwarded to the D.G. Edn. for favour of ~~remarks~~ a report early

13.11.

Secy. Edn
4.9.16.
15.9

13/9

*List of enclosures*

*Copied by*

*Examined by*

GPB—20,000—10-10-14

1½

167.

G. R. S. VI—G/32] 13/6/17.

SUBJECT.....

.....

.....

Urgent

*Diary No. of letter replied to*.....

**Section** Edn

**File No.** 13-16

**Serial No.**

GENERAL AND REVENUE SECRETARIAT

( )

, *the* 191 .

No. 10139

*Date of issue*..... 13-6-17

*Signed by*.....

To The D.S. of Edn.

Sir,

Directing to corresp^e. ending with your letter no. 9387/363 dd 2.11.1916 regarding the position of Mr. T. Venkata Rao in the Edn dept., I am directed to request you to see so good as to send us at a very early date a list of all the officers of the Dept. who were below Mr. Venkata Rao before he was deputed for duty in the Palace and who have now superseded him. A

over.

13/6/17

a ~~Statement~~ showing the ~~present~~ position of each of ~~these~~ officers who were below Mr. Venkata Rao ~~before~~ prior to his deputation to the Palace and their present position & relation to that of Mr. V. Rao, ~~who have superseded Mr. Venkata Rao~~, and the dates from which they have been drawing their present pay ~~may be kindly sent us at a very early date~~.

I ~~am~~ have etc,

D. M. 13/6

for Secy to Govt
BG
12.6.17

*List of enclosures.*

*Copied by*

*Examined by*

WD86—GPB—60,000—15-11-16

169

G. R. S. VI—G/32]

SUBJECT..... Deputation

.....

.....

*Diary No. of letter replied to*..... Do

Section E. Dn.

File No. 13-16.

Serial No.

GENERAL AND REVENUE SECRETARIAT,

( )

, *the* 191 .

No. 10246

*Date of issue*..... 16-6-1917

*Signed by*..... J. C. P. Dn.

To

My dear Sir,

With reference to this Office Receipt No. 10139/E.S. 13-16- dated 13th instant calling for a statement of Officers below Mr. T. Venkata Narasimha Rao, I am desired to state that it would be sufficient to comprise the statement to entries in the statement to those Officers who have superseded him. I am to request you

over.

170

Should treat this matter
as urgent and send
your reply at a very early
date.

J. Murphy

D. M.
16/6.

Under Sec E & A

R.L.
16/6/16.

*List of enclosure*

*Copied by*

*Examined by*

WD 86—GPB—60,000—15-11-16

131

URGENT

Edn. 15]

OFFICE OF INSPECTOR-GENERAL OF EDUCATION IN MYSORE.

No. 3/677/1196.

Bangalore, 18th June 191 7.
19

Enc.1

DIARY No. 6803

19-6-1917
SECTION Edn
FILE No. 13-16
No. 177

*From*

Rao Bahadur
M. SHAMA RAO, ESQ., M.A.,
*Inspector-General of Education in Mysore.*

*To*

P. G. D'Souza, ESQ., B A., B.L.,

*Secretary to the Govt. of H. H. the Maharaja of Mysore,*
Education and Agriculture *Departments.*

SIR,

With reference to your letter No.10139/Edn.13-16 dated 13th June 1917 and D.O. letter No.10346/Edn.13-16 dated 16th June 1917 requesting that a statement showing the position of each of the officers who were below Mr. T. Venkata Rao, B.A., Head Master of the School for the Deaf Mutes and the Blind, Mysore, prior to his deputation to the Palace Depar ment and who have since superseded him, may be sent up to Government, I have the honour to submit herewith a statement showing the names of - - officers who have superseded him with reasons for the same. I may add that even if Mr. Venkata Rao had remained in the same school without being deputed to the Palace Department he would have been superseded as he is not fit and qualified for any of the posts to which the officers referred to in the statement have since been posted. I have already stated that a special grade may be given to him as his services in the general tutorial line will not be of much value.

I have the honour to be,

Sir,

Your most obedient servant,

M. Shama Rao,

Inspector General.

W D—0718—GPB—3,000—8-8-16

TNR.

STATEMENT SHOWING THE NAMES OF OFFICERS WHO WERE BELOW MR. T.VENKATA RAO PRIOR TO HIS DEPUTATION TO THE PALACE DEPARTMENT IN NOVEMBER 1912 AND WHO HAVE SINCE SUPERSEDED HIM.

| No. | Name | Qualification. | Past designation & pay | Present designation and pay | Date from which the present pay is drawn. | Remarks. (Reasons for supersession) |
|---|---|---|---|---|---|---|
| 1. | Mr. Mahomed Davood,B.A. | B.A. | Asst. Inspector of Hindustani Schools, West Circle pay Rs 50-10/2-100. | District Inspector of Urdu Education, Mysore Circle. Pay Rs.175. | 1-5-1916 | A Mahomedan experienced graduate was required for the place. |
| 2. | Mr.P.Ananthasubba Rao | B.A.,L.T | Assistant Deputy Inspector of Schools, Bangalore District, Pay Rs.50-10-100 | Assistant Inspector of Education, Mysore City Range. Pay Rs.150 (Temporary) | 27-9-1916 | An Officer with approved service in the Inspectorate was required for the Mysore City Range to work both as an Assistant Inspector and Compulsory Attendance Officer |
| 3. | Mr.M.Lakshminarasimhaiya | B.A.,L.T. | Assistant Deputy Inspector of Schools, Mysore Dist., South Range, Pay Rs.50-10-100 | Assistant Master, Training College, Mysore, Pay Rs.150 sub-pro-tem. | 28-9-1916 | A trained graduate was required for the place. |
| 4. | Mr. M.Venkataramaiya. | B.A. | Asst. Master, High School, Chikballapur and Asst. Inspector of Education, Nanjangud Range. Pay Rs.50-10/2-100 and Rs.75-10-125. | Assistant Inspector, Mysore City Range Pay Rs.150 | Not yet joined | Same reason as for No.2 |
| 5. | Mr.M.C.Srinivasa Rao | B.A.1904 M.A.1913 | Assistant Master, High School, Bangalore, Pay Rs.50-10/2-100 and Demonstrator of Chemistry. Central College, Rs.150 | Asst. Professor of Chemistry, Central College. Rs.175. | 1-1-1914 | A Chemistry M A. was required for the place. |
| 6. | Mr.K.Srinarasimhaiya. | B.A.,L.T., M.A. | Assistant Master, High School, Bangalore, Pay Rs.50-10-100 and Lecturer of History, Maharaja's College, Mysore, Rs.150 and Asst. Professor of History, Central College on Rs.175. | Head Master, High School, Shimoga, Pay Rs.200-20-300. | 1-8-1916. | Special qualifications were required for the places to which Mr. Srinarasimhaiya was posted. |

Bangalore.
18th June 1917.
TNR.

T. Venkata Rao.
Inspector General of Education.

173

Edn. 15]

*From*

Rao Bahadur
M. SHAMA RAO, Esq., M.A.,
*Inspector-General of Education*
*in Mysore.*

*To*

*The Secretary to the Govt. of*
*H. H. the Maharaja of Mysore,*
Edn. & Agri. *Dept.* S.

*No.* 31677/1196.
~~No.~~ 18th June 1917.

*Dated*

*Received* 20 JUN 1917

*No. of Enclosure.* 1

Subject.

Submitting a statement showing the names of officers who have superseded Mr. T. Venkata Rao, deputed to Palace Department, with reasons for such supersession.

G. R. S. 26]

File No.

Serial No.

*Diary No. of letter replied to* .....

D.O. No. 5033 dt 17.7.17

Encl: as noted

General and Revenue Secretariat

( )

, *the* 191 .

~~To~~

My dear Sir,

With refce to your D.O. letter no. 304. dt 30.5.1917 regarding the date from which Mr. T. Venkata Rao, Head Master, Deaf & Dumb School, on deputation to the Palace, should be given Rs 150 p.m. I send herewith for perusal a Farman dt in favour of by His Highness letter no. 31677/1196 dt 19.6.1917 received from the D.P. of Edn on the subject, and under the

*over.*

Date of issue.....

Signed by.....

SUBJECT.

circumstances stated therein I agree with him in considering that it is not desirable to give him the maximum of the grade 100-10-150 with retrospective effect. It may be given effect to from the date of the Council Resolution viz. the 10th May 1917

Yours Sincerely

P.M. 13/7/17 17.7.17 Dewdie.

Sd/ 12/7/17 14(7)

R. A. Campbell, Esq., I.C.S., C.I.E.,

Private Secy. to H.H.

*List of enclosures*

*Copied by*

*Examined by*

GPB—20,000—10-10-14

G.R.S. 28 ]

File No. 13-16

Serial No. 185

Diary No. of letter replied to 6803

Communicated in Rl No. 603 15 4-6-17

*Proceedings of the Government of His Highness the Maharaja of Mysore*

GENERAL AND REVENUE SECRETARIAT.

( ಕಂಸ )

, the 191 .

Date of issue 6-8-17

Signed by Sri P. Mahadevayya

READ—

Corresp^e. ending with letter no. 9387/363 & 2.11.16 from the D.C. of Kolar in Inam Station with refce to a representation from Mr. T. Venkata Rao, Head master, Deaf & Dumb School, Inam, now on deputation to the Palace, complaining of supersession in the general list as the applicant was not

over.

ORDER THEREON. No.

May this be

i printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the Press?

vi published in the Gazette Kannada part?

SUBJECT.

GPB—50,000—1-12-12

Qualified for the special post of Attendance Officer, Mysore city, and the Officer was appointed to the place, and recommending that Mr. Venkata Rao may be placed in a special grade of Rs. 100 - 10 - 150 in consideration of his being a specialist in the teaching of the deaf & dumb.

2. From the Commr. ending with letter no. 3.1677/1196 dt. 19.6.17 from the same Office, on the subject.

Order

No. 1157-8 dt. 4th August 1917

Govt. are pleased to sanction a special grade of Rs. 100 - 10 - 150 to Mr. T. Venkata Rao as Head Master of the Deaf & Dumb School, Mysore, and to give him the maximum of Rs. 150 p.m. with effect from the 10th May 1917.

(25-1)

Secy/Exp

To the Dy. Comr. 7-17

" Comptr. through Bor. II